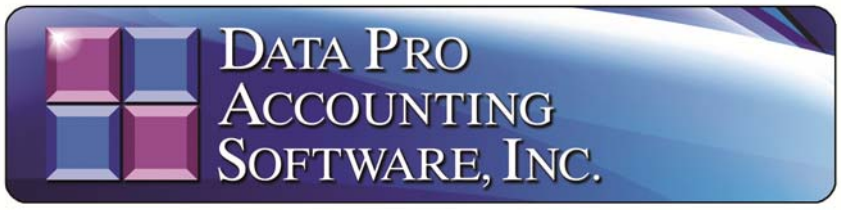


Payroll Analysis Tool

You may download this product for FREE now at:

www.dpro.com/ACA/PRAnalysisSetup.exe

The **Payroll Analysis Tool** is an application which may be installed on your workstation or accounting server to provide a direct link between the **Infinity POWER Accounting Software Payroll** module and Microsoft's Excel Spreadsheet program. This program should only be installed on the user's workstation(s) that have some responsibility related to **Payroll**. The application will need to install and register the **"client"** component that communicates with the **POWERServer** module that facilities the direct **"retrieval"** of data from the Payroll system.

As a special utility that sits inside **Microsoft Excel *(required)***, the **Payroll Analysis Tool** makes direct calls to the **Infinity POWER Payroll** module using special **"POWERServer"** commands. **POWERServer** is an advanced technology that comes standard with every **Infinity POWER System Administrator** module. **System Administrator *(either Part #100 or #695 for SQL)*** is required to run any **Infinity POWER** module.

This product may be installed on any user's desktop within your organization. However, you don't have to worry that your staff, without the proper security rights, are going to be able to view your Payroll data in an unauthorized fashion! That's because you must have the proper accounting software security rights to get to the **Payroll** data files. Why?

Because the **POWERServer** module directly communicates with your company's **Payroll** data files and all communications require that only valid users that have been predefined in the **Infinity POWER Advanced Security Administrator** module can gain access to your **Payroll** data files based on the security rules that you have defined, in advance. In addition, the user rights are defined either on a **"group"** or **"user"** level, which means that **"management"** controls who gets access to specific program options and/or data files.

Thus, if **"User A"** doesn't have rights to the **Payroll** module, they won't be able to **"extract"** any information or perform **"analysis"** at all from the **Payroll** module. Some companies may have their **SYSADM** control this module with full rights and simply save the various Excel data files on their network for specific users to use, when applicable. There are many ways to use this advanced tool!

Keep in mind, this is very valuable information that you are data mining from your accounting **Payroll** data files. Once **"extracted,"** these new spreadsheets of data searches should be stored on your PC or Network with the same level of special security you use now for your accounting data files. Therefore, you need to make special considerations as to who can make these data **"extractions"** and where they can store this information.

With the growing level of concern regarding the loss of personal information and identity theft, these Excel data files need to be highly protected from access by third parties. This tool is for use with products such as **Pro-Ware's ACA 1095 Reporting** software for those companies with more than **50** full time equivalent employees.

The **Affordable Care Act (ACA)** has created new reporting requirements based on the health care coverage provided to employees in **2015**. Employers of **50** or more full-time equivalent employees are **required** to complete a transmittal form **(1094-B or 1094-C)** containing information about the employer and an employee form **(1095-B or 1095-C)** for each full-time employee. These forms must be filed with the Internal Revenue Services in early **2016**.

The **Payroll Analysis Tool** isn't designed to comply with the actual filing of these **IRS** mandated forms. It is an analysis tool designed to help Employers analyze their **Payroll** data files and generate **"census"** data for compliance with a variety of insurance and 401k reporting matters. However, it does also help companies determine whether or not they meet the threshold of having to file the **ACA** forms and if so, to provide a direct link from the company's **Payroll** data to **Pro-Ware's ACA 1095 Reporting** software. This is explained in greater detail at the end of this document.

From there, the **Pro-Ware ACA 1095 Reporting** software provides a set of tools which allow Employers to manage the other data regarding offered health care coverages, spouses and children, which is completely out of the scope of the **Infinity POWER Payroll** accounting module. The requirements of the **ACA** are purely database reporting items and not transactional in nature, which is what the **Infinity POWER Payroll** module was designed to be all along.

Should companies determine that they have fifty **(50)** or more full time equivalent employees and need to handle the compliance of **ACA** reporting, there are two levels of **Pro-Ware** software. The **"Single Client"** mode is for a company with just one **Federal ID Number**. The **"Multi-Client"** mode is designed to support where there is common ownership among several companies with multiple **Federal ID Numbers**.

More information and licensing information for **Pro-Ware** can be found at:

http://www.proware-cpa.com/aca-features.html

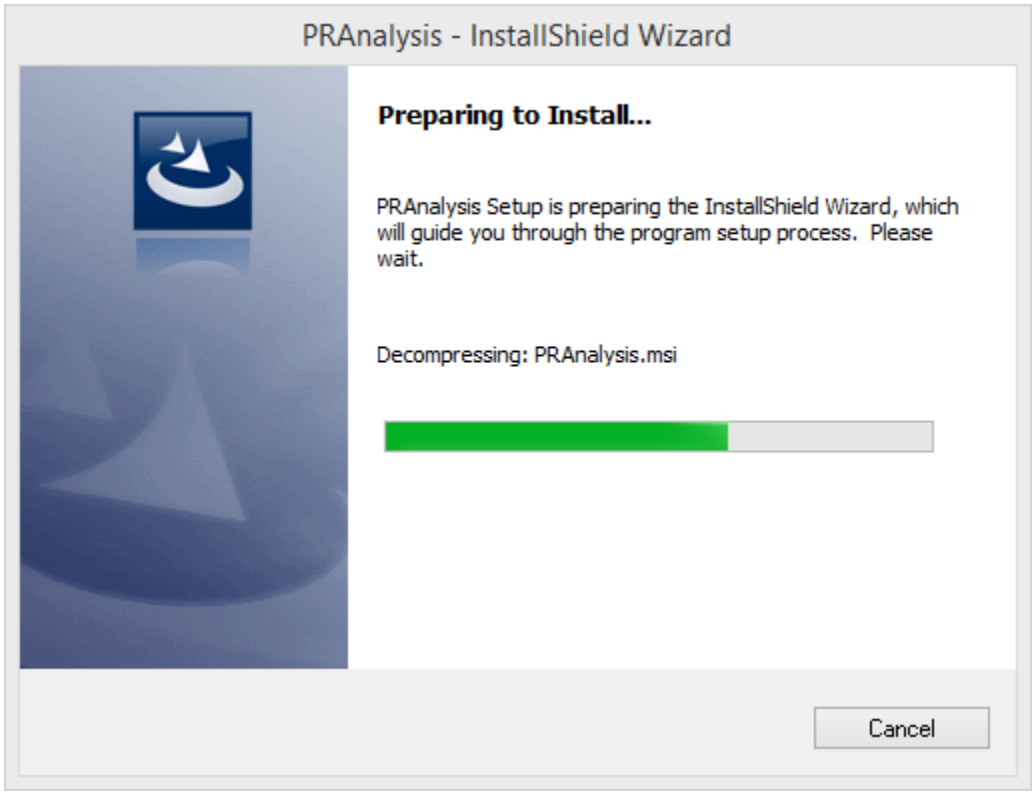
Installing the Payroll Analysis Tool

The first requirement of using the **Payroll Analysis Tool** is that you **MUST** have a licensed copy of Microsoft Excel to use this product. Versions **2003, 2007, 2010** or **2013** are compatible. The **Payroll Analysis Tool** may be downloaded from the Data Pro Accounting Software web site at:

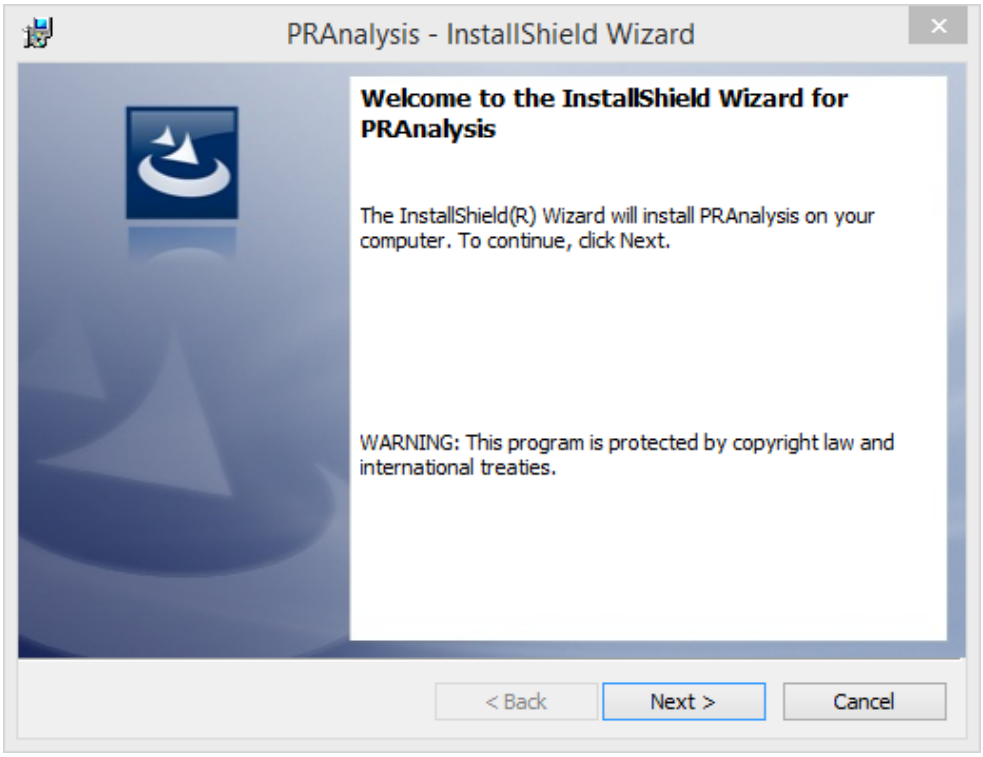
www.dpro.com/ACA/PRAnalysisSetup.exe.

You don't need your normal **"Customer Number"** and **"Password"** to login to get access to this program option. When you download the **PRAnalysissetup.exe** file, first you will save it to your network drive or your local PC drive. Once you have saved it, use **"Windows Explorer"** to go to the folder where you saved the file to be able to open the file.

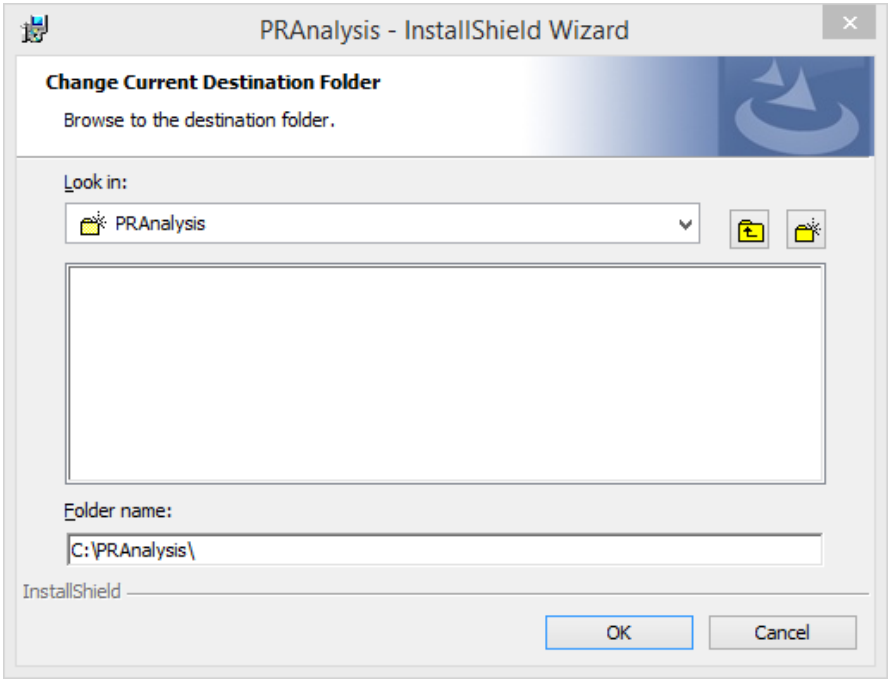
Double click on the **PRAnalysisSetup.exe** file. The installer program will begin.


PRAnalysis - InstallShield Wizard
Preparing to Install...
PRAnalysis Setup is preparing the InstallShield Wizard, which will guide you through the program setup process. Please wait.
Decompressing: PRAnalysis.msi
Cancel

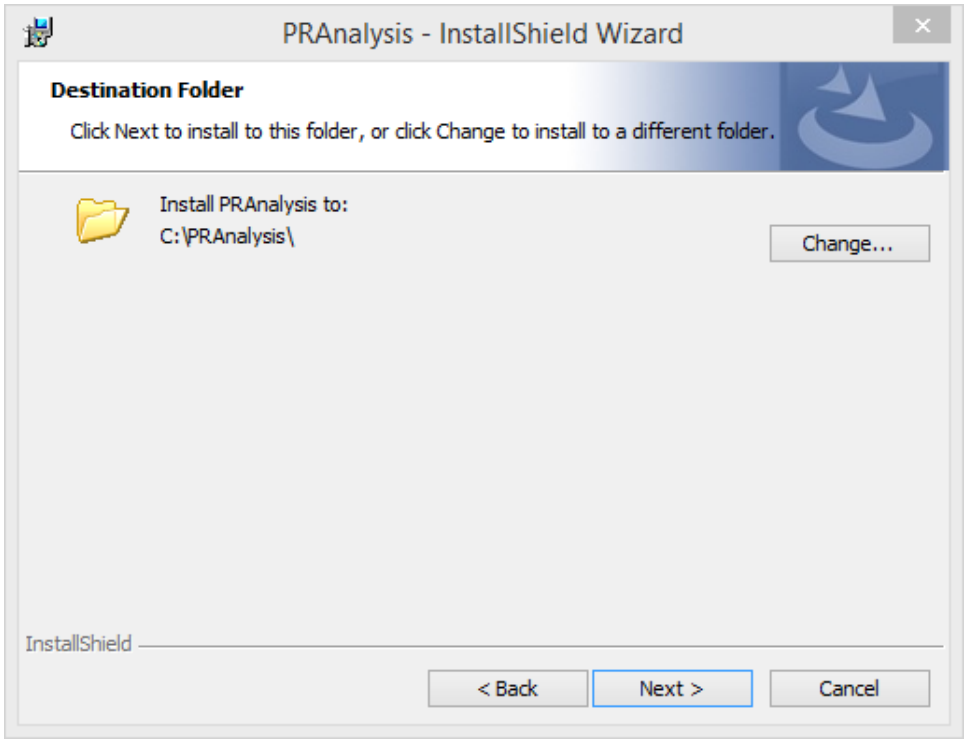
Once it is ready for installation, the following screen will appear:


PRAnalysis - InstallShield Wizard
Welcome to the InstallShield Wizard for PRAnalysis
The InstallShield(R) Wizard will install PRAnalysis on your computer. To continue, click Next.
WARNING: This program is protected by copyright law and international treaties.
< Back
Next >
Cancel

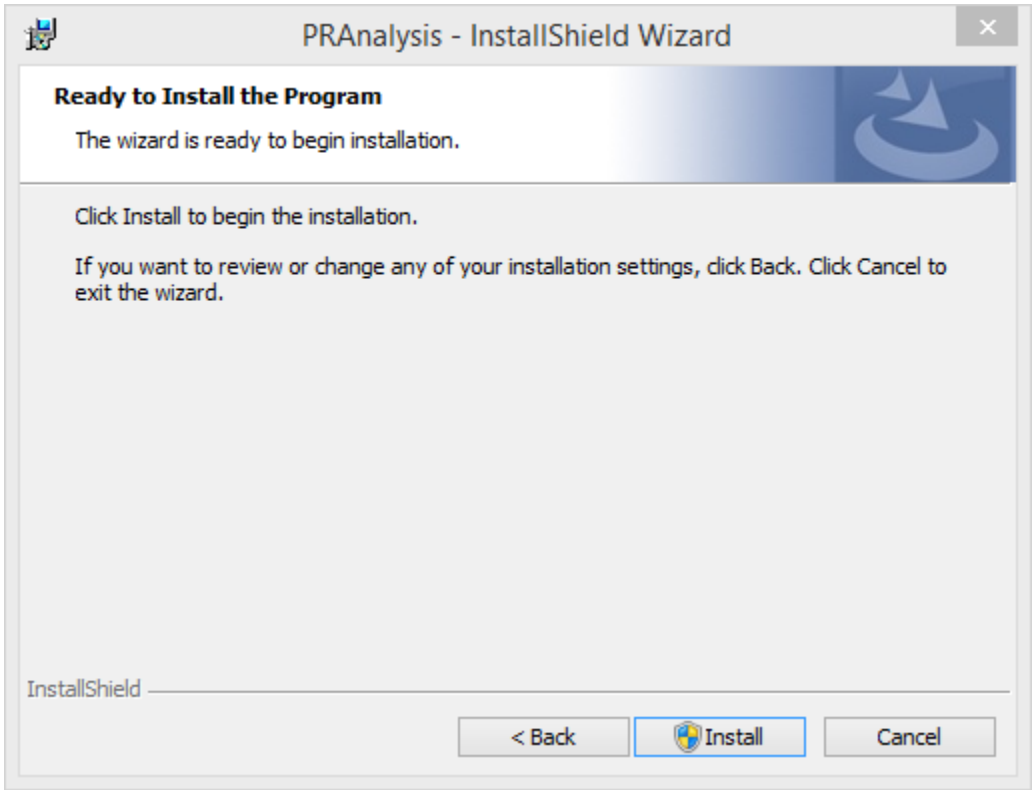
Click on **"Next"** to continue the installation. You can allow the software to default to the **"PRAnalysis"** folder or if you want to change the location ***(either by drive letter or folder name)***. Click on the **"Change"** button to override the default settings as shown on the following screen.



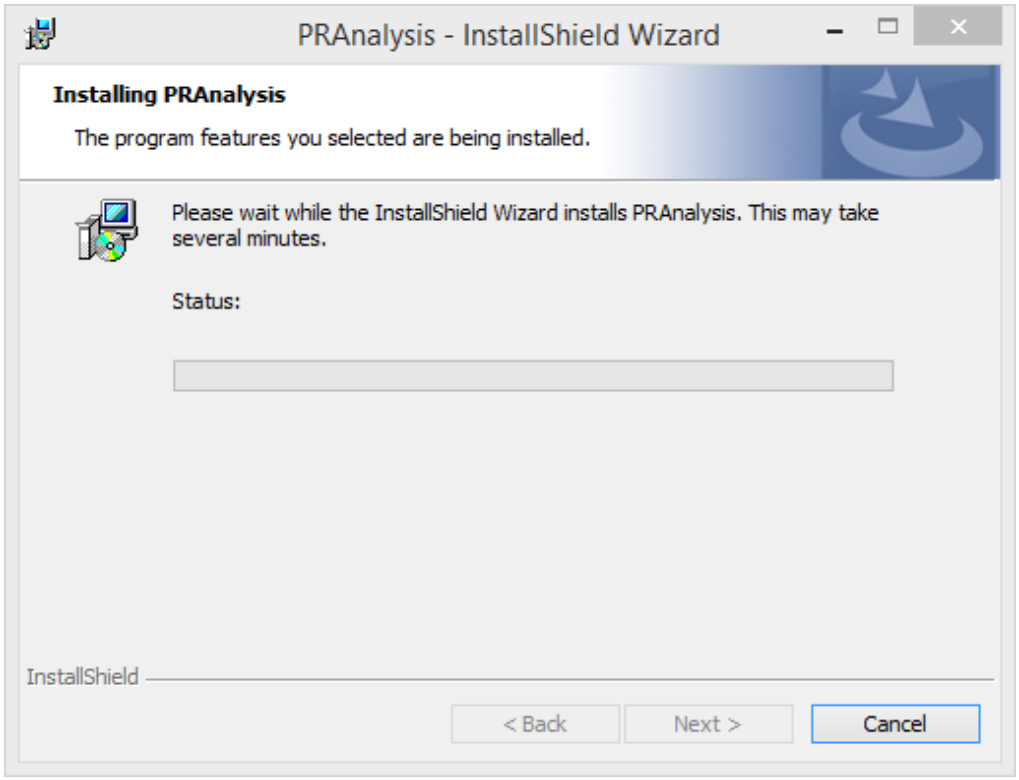
Click **"OK"** once you have defined the **"Folder Name"** for the installation.



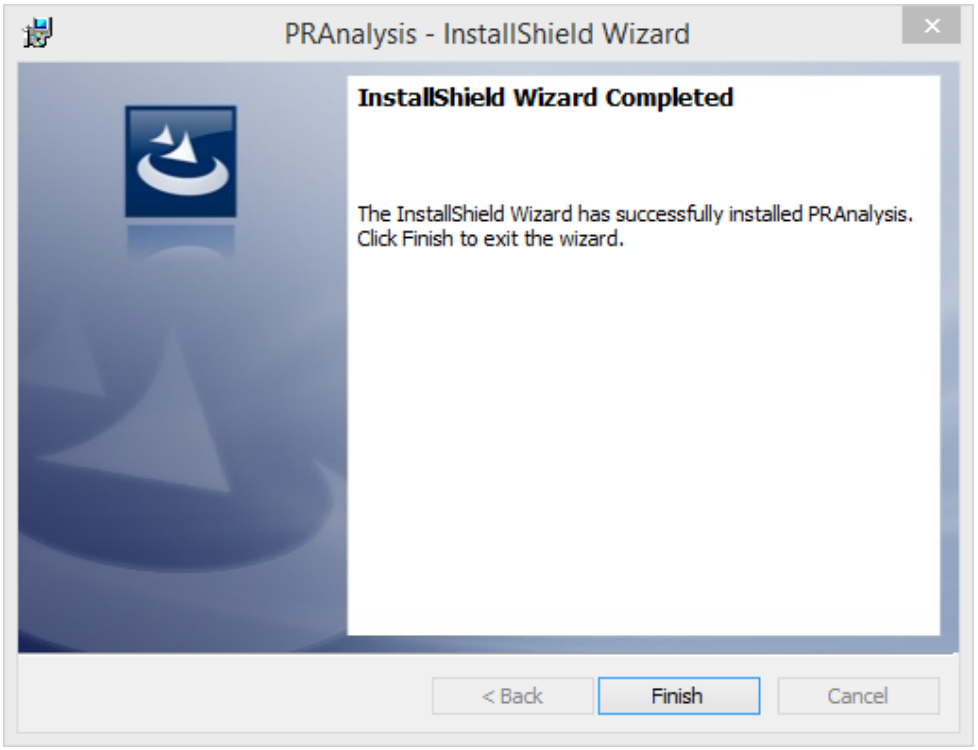
Click on the **"Next"** button to continue the installation.


PRAnalysis - InstallShield Wizard
Ready to Install the Program
The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
InstallShield
< Back
Install
Cancel

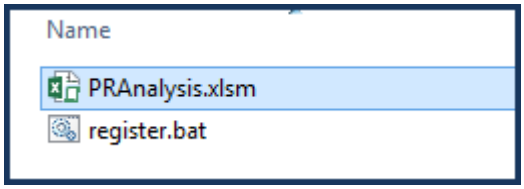
Click on the **"Install"** button to continue with the installation.


PRAnalysis - InstallShield Wizard
Installing PRAnalysis
The program features you selected are being installed.
Please wait while the InstallShield Wizard installs PRAnalysis. This may take several minutes.
Status:
InstallShield
< Back
Next >
Cancel

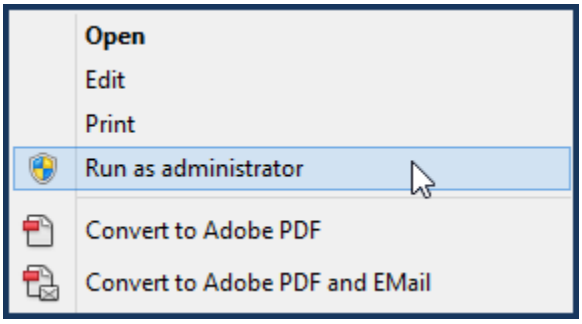
The system will begin to install files and show its progress at this point. Once it is completed the following screen will appear. Click on **"Finish"** to complete the installation.


PRAnalysis - InstallShield Wizard
InstallShield Wizard Completed
The InstallShield Wizard has successfully installed PRAnalysis. Click Finish to exit the wizard.
< Back
Finish
Cancel

Once you are done, you will find that there are two additional files now installed into this folder.

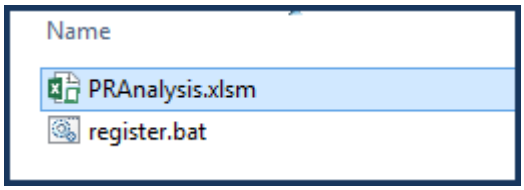


Before you proceed with anything else, **"Right Click"** on the **"register.bat"** file. Select the option to **"Run as administrator"** as shown on the following screen. The screen will flash a series of messages in the background and then disappear. This only needs to be performed once, ***but it is mandatory!***

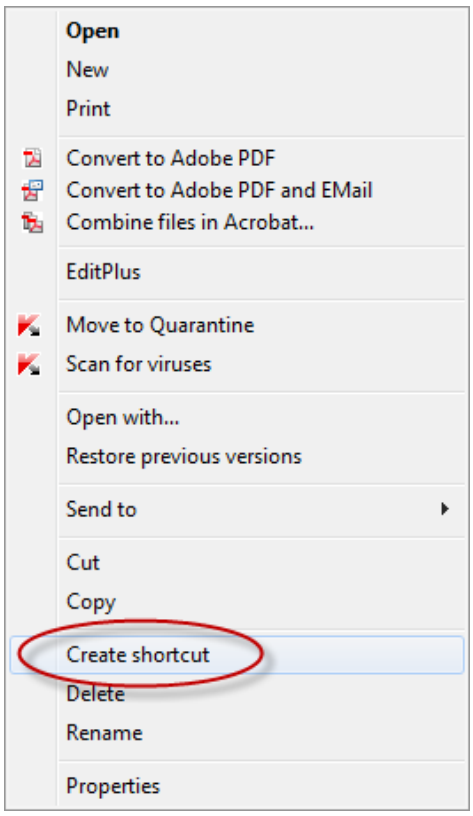


Please realize that what you have installed now is an Excel spreadsheet with special automation capabilities built into it that you can't see. You will find that because it is a spreadsheet and since you can basically install it wherever you want, you may want to create a **"shortcut"** on your desktop to make it easier for you to remember where to locate it in the future.

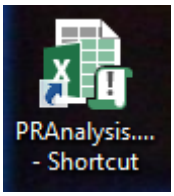
To do so, now go to the directory where you just installed the **PRAnalysis** utility. In the example below, this is **C:\PRAnalysis**



To create a shortcut on your desktop, highlight the file with your mouse and right click so that the menu appears as shown on the following screen:

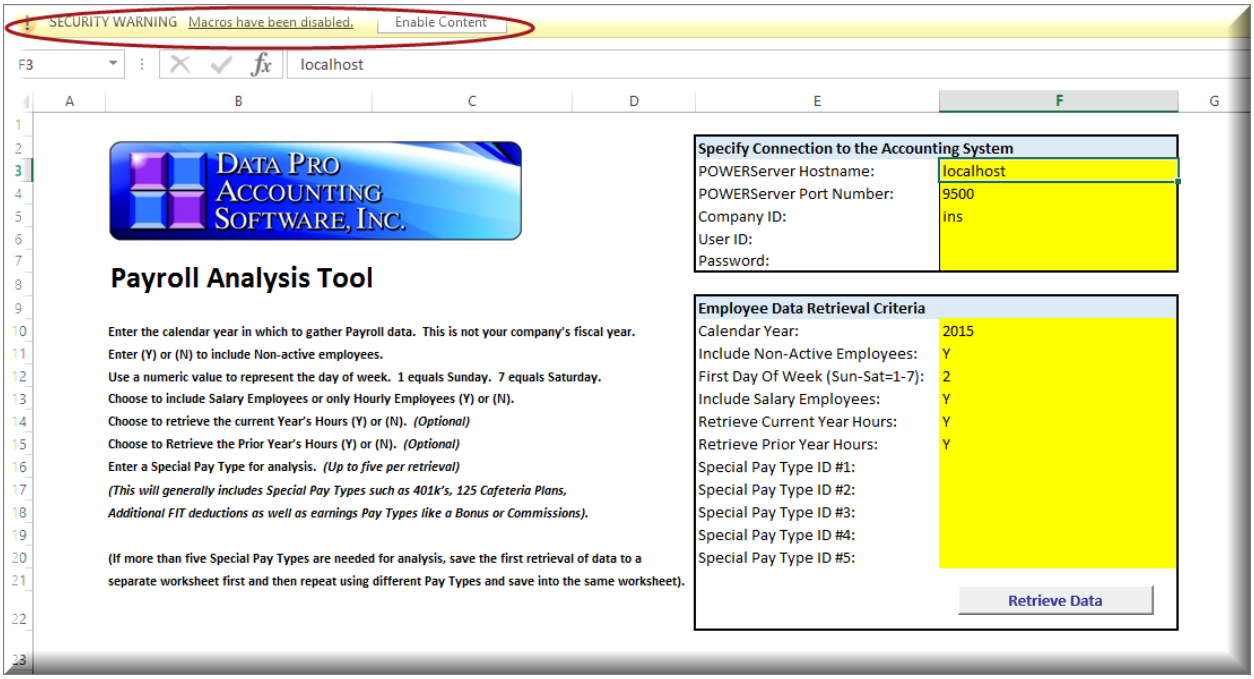


This will have the effect of creating an icon on your desktop similar to the following image:

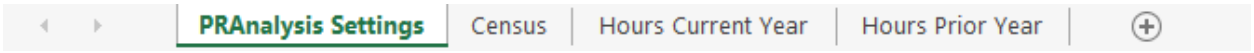


Now, you can simply double click on the shortcut and the system will launch **Microsoft Excel** and open the **PRAnalysis** file automatically. When it does, the opening screen will appear as shown on the following screen. If this is the first time you have loaded the file, you may get a **"Security Warning *(as shown)* that Macros have been disabled."**

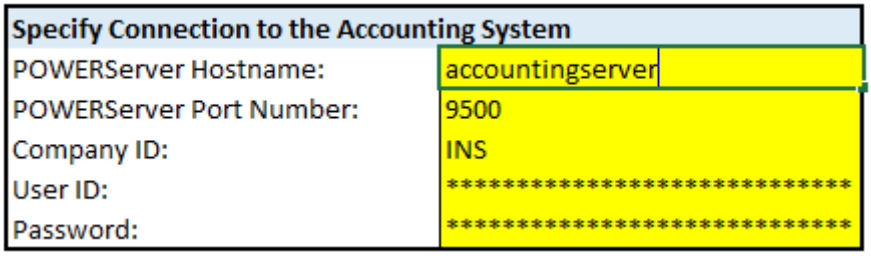
Click on the **"Enable Content"** button to proceed.


SECURITY WARNING Macros have been disabled. Enable Content
F3
localhost
DATA PRO ACCOUNTING SOFTWARE, INC.
Payroll Analysis Tool
Enter the calendar year in which to gather Payroll data. This is not your company's fiscal year.
Enter (Y) or (N) to include Non-active employees.
Use a numeric value to represent the day of week. 1 equals Sunday. 7 equals Saturday.
Choose to include Salary Employees or only Hourly Employees (Y) or (N).
Choose to retrieve the current Year's Hours (Y) or (N). (Optional)
Choose to Retrieve the Prior Year's Hours (Y) or (N). (Optional)
Enter a Special Pay Type for analysis. (Up to five per retrieval)
(This will generally includes Special Pay Types such as 401k's, 125 Cafeteria Plans,
Additional FIT deductions as well as earnings Pay Types like a Bonus or Commissions).
(If more than five Special Pay Types are needed for analysis, save the first retrieval of data to a
separate worksheet first and then repeat using different Pay Types and save into the same worksheet).
Specify Connection to the Accounting System
POWERServer Hostname: localhost
POWERServer Port Number: 9500
Company ID: ins
User ID:
Password:
Employee Data Retrieval Criteria
Calendar Year: 2015
Include Non-Active Employees: Y
First Day Of Week (Sun-Sat=1-7): 2
Include Salary Employees: Y
Retrieve Current Year Hours: Y
Retrieve Prior Year Hours: Y
Special Pay Type ID #1:
Special Pay Type ID #2:
Special Pay Type ID #3:
Special Pay Type ID #4:
Special Pay Type ID #5:
Retrieve Data

Notice that this Excel spreadsheet opens with a series of boxes dedicated to a variety of configuration options and questions along with a series of tabs along the bottom of the screen. They are tied together. The lower box will make the request for data from the Payroll module and will then extract and deposit the data into the associated tab below.



However, first things first! The top right box must be defined to communicate with your accounting server using the **POWERServer** module and then to specify which company you want to access ***(Data Pro does support multi-company processing).***



In the **"Specify Connection to the Accounting System"** box, the first configuration option is to define the **"POWERServer Hostname."**

This would be the name of the computer where the **POWERServer** has been installed and is communicating directly with your accounting software modules. If this computer is the same computer as where you are installing **PRAnalysis**, you can use the default setting of **"Localhost"** which means it is calling the same computer that both applications are installed on.

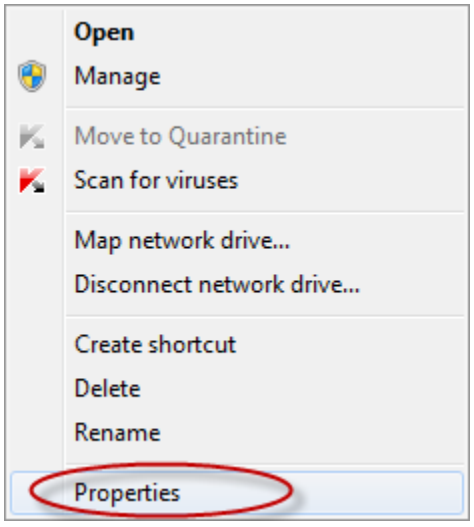
If at this time, you have never set up the **POWERServer** as a feature of your **Infinity POWER** modules, then skip to the end of this document where there is documentation on how to set up the **POWERServer,** which is repeated here for convenience. It is normally found as part of the **Advanced Security Administrator** module setup in the **System Administrator** module.

Likewise, if you do not have the **Advanced Security Administrator** feature turned on in your software and have been using the **"Standard Security"** feature, then you will have to first deploy this feature before you can proceed.

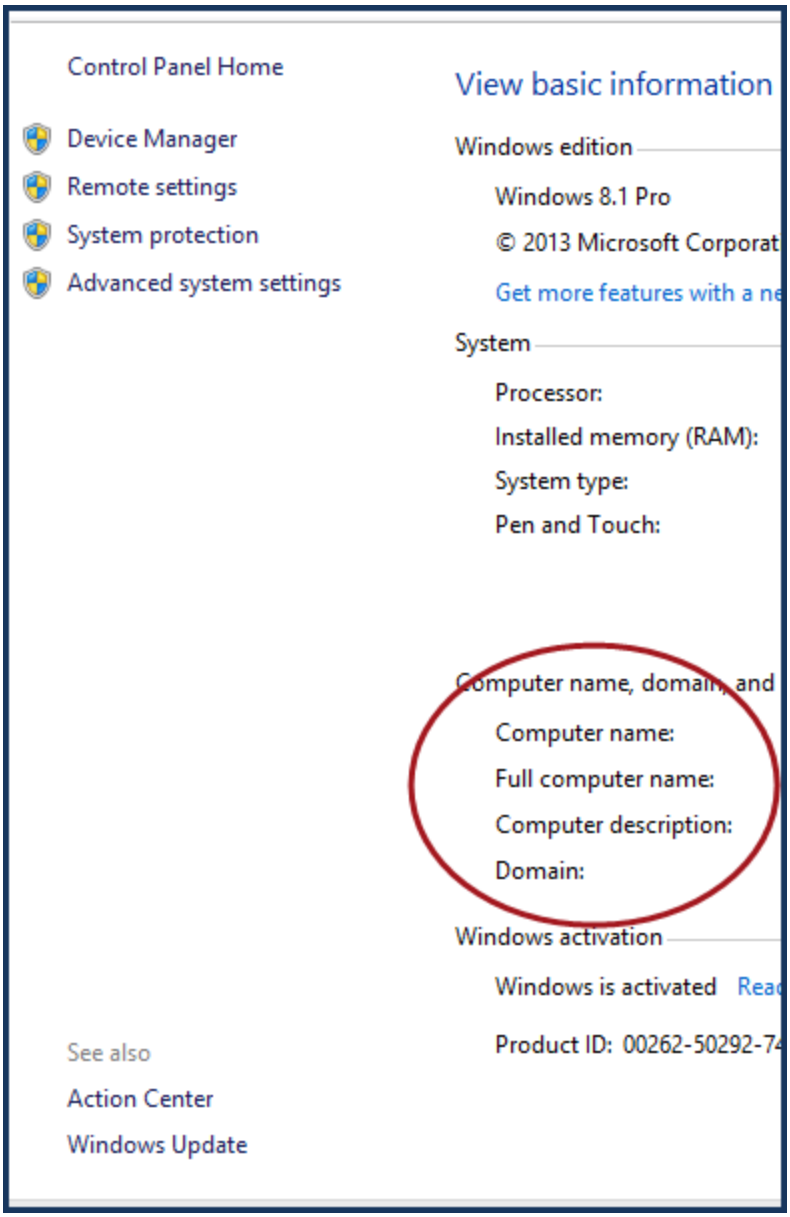
Data Pro Technical Support at 727-803-1550 can assist users with this security reconfiguration.

If you are not certain of the name of your accounting server or PC where the accounting data is hosted, go to that machine and right click on **"File Explorer"** as shown below:

Right click on **"This PC."** Click on the **"Properties"** option as highlighted on the following screen:



The next screen will have a section that will display the Computer Name, Description and whether you are attached to a Domain. Enter the **Full Computer Name**.



Do not enter the **IP Address** as it may change over time. The computer name most likely will not. Notice in the example below that it is **"accountingserver."**

Specify Connection to the Accounting System	
POWERServer Hostname:	accountingserver
POWERServer Port Number:	9500
Company ID:	INS
User ID:	**********
Password:	**********

Next, enter the **POWERServer Port Number**. This is the **PORT #** on the network where the traffic may flow. This is part of the configuration of the **POWERServer. Port 9500** is generally the standard port number that is used.

You will next enter the three character **Company ID**. This alpha/numeric identifier tells the software which company you are processing transactions on. You may have tens of thousands of combinations using the three digit options.

You may also want to save **PRAnalysis** multiple times in the same directory using a naming structure associated to different Company IDs, if you plan to extract data regularly from differing companies. That way, you can configure each variation uniquely to each company once and then call it up based on a unique icon from your desktop as needed, or simply by its unique filename.

For instance, the default name of the file is: **PRAnalysis.xlsm**. If you had three companies, you could name them: **PRAnalysis100.xlsm, PRAnalysis200.xlsm & PRAnalysis300.xlsm**. You would open up each file separately and you would probably be calling the same **POWERServer Hostname** and **Port Number**, but would use a different **Company ID** for each implementation.

Next, you will enter the same **User ID** and **Password** you would use when logging into the **Infinity POWER** software.

This will control the **Advanced Security** rights that will be passed to **PRAnalysis** in the same way as they are passed to you when you login to the accounting software. Whatever rights you have in the accounting software, they will be the same in **PRAnalysis**.

If you do not have rights to **Payroll** in the software, you will not be able get access to any of that data in **PRAnalysis**. As mentioned earlier, keep in mind that if you do have all rights to all modules, once you have **"extracted"** data into a spreadsheet, you will want to save it in a network secure directory or on your local machine where you have proper security as the data is now in a Microsoft Excel file and no longer protected by the **Infinity POWER Advanced Security Administrator** module.

Much care must be exercised when utilizing this tool. Also, you may have rights in **Company 100**, but not in **Company 200** and **Company 300**. Therefore, different users may be configured for differing filenames.

*** N O T E ***

Do not save the **PRAnalysis** file with your **"User Name"** and **"Password"** stored in the main file. For instance, if you create a shortcut to launch the spreadsheet for convenience, but you have left your credentials in the file, then you have basically made all of your **Payroll** data available to anyone who clicks on your desktop icon. It is recommended to **"never"** save you credentials in this file.

Employee Data Retrieval Criteria:

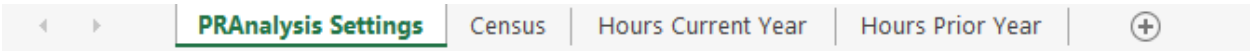
The prompts below this header in the tool are designed to allow for unique extractions of **Payroll** data each time. Some extractions are for **"census"** reporting to insurance companies and/or mutual funds. Others extractions of Payroll data will be used in helping determine whether or not your firm is required to comply under the Affordable Care Act **(ACA)** rules.

Since there are multiple ways that the **ACA** can calculate whether an employee is considered **"full time," "part time,"** or **"seasonal,"** it is the Employer's responsibility to ensure they have met all of the necessary criteria. If you only have ten employees, then the calculation is rather simple. You currently have no requirements under the **ACA** to file additional forms and reporting.

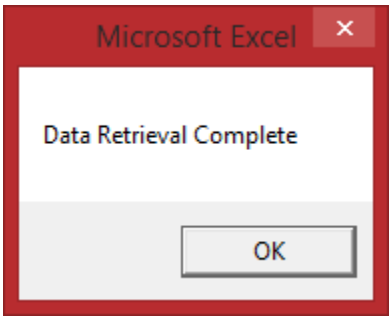
In performing your analysis of your **Payroll** data files, choose from the following questions to **"extract"** the data in the manner you seek. Once you have extracted the data, you can then save it off to another Excel file ***(*.xls or *.xlsx are most compatible with programs like Pro-Ware)***.

The **PRAnalysis** software will automatically clear the tabs located at the bottom of the spreadsheet as shown below each time the **"Retrieve Data"** button is selected.

Therefore, saving the extracted data to a unique filename separately allows you to keep as many variations of the queries as you desire.

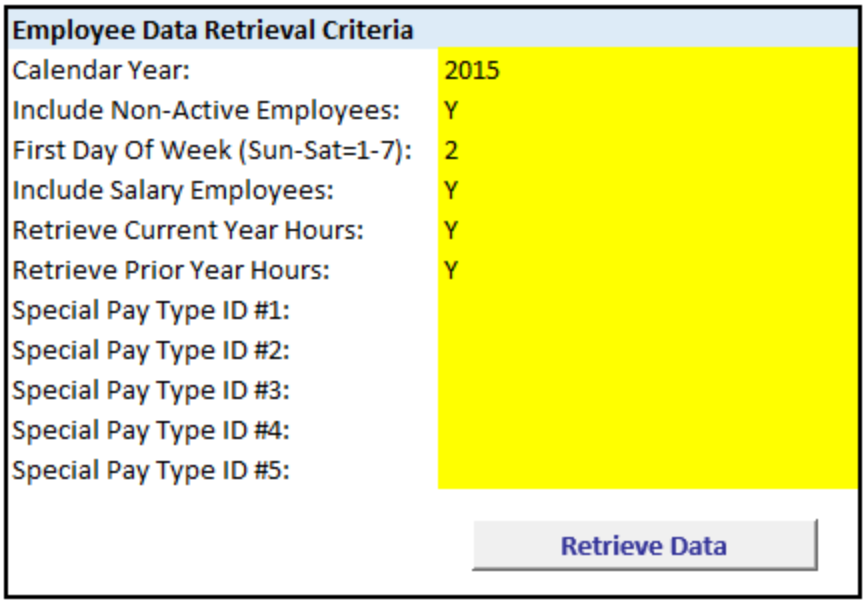


Once the query using the **POWERServer** has been completed to the **Payroll** data files, the following notification will appear to let you know you can proceed.



The following screen is a series of user prompts that control which data is extracted each time from the **Payroll** data files.

Setting the Employee Data Retrieval Criteria:


Employee Data Retrieval Criteria
Calendar Year: 2015
Include Non-Active Employees: Y
First Day Of Week (Sun-Sat=1-7): 2
Include Salary Employees: Y
Retrieve Current Year Hours: Y
Retrieve Prior Year Hours: Y
Special Pay Type ID #1:
Special Pay Type ID #2:
Special Pay Type ID #3:
Special Pay Type ID #4:
Special Pay Type ID #5:
Retrieve Data

1) Enter the calendar year in which to gather **Payroll** data. This is not your company's fiscal year. All Payroll data is tracked on a **"Calendar Year"** basis, not fiscal year.

2) Enter **(Y)** or **(N)** to include Non-active employees. This allows you to exclude all former employees from your analysis. However, for **ACA** calculation purposes, you will want to include them in your retrieval of data.

3) Use a numeric value to represent the **"First"** day of the week in which your **Payroll** calculation starts**.** ***(Sunday =1, Monday = 2, Tuesday = 3, Wednesday = 4, Thursday = 5, Friday = 6, Saturday = 7)***. Remember, this is not the day you calculate and issue Payroll checks. This is the starting day of each **"Payroll cycle."** Therefore, if you pay on Wednesdays **(which is equal to 4)**, your **"First Day of Week"** would then be **"5"** which is a **"Thursday."**

4) Choose to include **Salary Employees** or only **Hourly Employees (Y)** or **(N)**. You may only be interested in analyzing your hourly employees and do not want to include Management or other salaried staff. Or, you can choose both.

5) Choose to retrieve the Current Year's Hours **(Y)** or **(N)**. ***(Optional)*** Determine whether to include the **"Current Year's"** number of hours by Employee in your analysis.

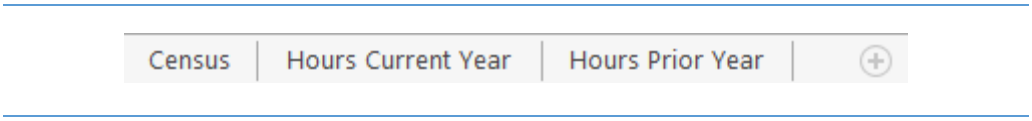
6) Choose to Retrieve the Prior Year's Hours **(Y)** or **(N)**. ***(Optional)*** Determine whether to include the **"Prior Year's"** number of hours by Employee in your analysis.

7) Enter a **"Special Pay Type"** for analysis. ***(Up to five Special Pay Types per retrieval)*** This field and the next four fields allow the user to enter the title of the **"Special Pay Type"** to be included in the analysis of the Payroll Data. This is ideal for **"Census"** reporting.

   For instance, you may need to see how much money was pulled from your employee's pay checks for their **401k** plans. If you have a matching program, this analysis would allow you in Excel to create a formula to calculate how much the Employer's **"match amount"** should be based on your specific company's rules so it can be submitted for payment.

   The **PRAnalysis Tool** will generate all of the data with up to five **(5) Special Pay Types** information at once. Should you need more than five Special Pay Types' worth of information, you may save this information to a separate Excel Worksheet and re-run this option as many times as you desire using the additional Special Pay Types and add the data from each run to the original Excel Worksheet.

The Worksheet Tabs below are where the data is extracted to:



Census:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Employee #	First Name	Last Name	SS Number	Address 1	Address 2	City	State	Zip	Status	Department	WC Class	Marital Status	Gender	Race	Birth Date	Hire Date	Term Date	401	125	GRP	LIF	DEN
2	CON-106	Charles S.	Conners	265-28-2411	5422 N. Sheldon Road	Apt. 233	Tampa	FL	33635	Active	GEN. LABOR	2	S	M	White	1/16/1962	2/20/2010		$4,702.95	$250.00	$1,175.00	$114.40	$191.00
3	ELL-104	Frank	Elliot	257-85-8442	7113 Henderson Blvd.	#208	Tampa	FL	33602	Active	GEN. LABOR	2	M	M	Black	9/24/1959	7/10/2013		$482.06	$1,908.50	$770.00	$0.00	$139.37
4	FRA-102	Albert T.	Franklin	184-22-8451	9833 N. Hanley Road		Tampa	FL	33637	Active	GEN. LABOR	2	M	M	Hispanic	4/16/1983	1/11/2009		$0.00	$255.20	$1,017.50	$0.00	$0.00
5	FRI-109	Friedman	Jack	223-10-8880	15519 Lake Shore Villa		Tampa	FL	33636	Active	SALES	9	S	M	White	2/3/1948	3/6/2005		$0.00	$187.00	$1,292.50	$550.00	$0.00
6	GOR-107	Jim	Gordon	265-88-1242	4500 Tampa Street		Tampa	FL	33612	Active	ADMIN	9	S	M	White	10/12/1961	5/6/2011		$507.15	$1,377.53	$1,017.50	$0.00	$125.84
7	HAR-101	Susan	Harris	455-12-8867	445 S. Ford Street		St. Petersburg	FL	33517	Active	ADMIN	9	M	F	Black	12/9/1980	6/1/2009		$1,836.17	$2,238.83	$385.00	$0.00	$0.00
8	MAG-108	Maquire	Bill	410-67-1038	14523 Halfway Lane		Tampa	FL	33697	Active	SALES	5	M	M	White	6/14/1974	9/29/2006		$660.00	$1,936.00	$0.00	$0.00	$0.00
9	ROU-103	Stan	Rouse	223-41-8441	1422 S. Addison Drive	Bldg. #2	Tampa	FL	33601	Active	GEN. LABOR	3	S	M	White	8/21/1981	3/15/2014		$897.80	$1,223.00	$0.00	$0.00	$0.00
10	WRI-105	Ron	Wright	264-15-4354	1212 W. Cypress Blvd.		Tampa	FL	33623	Active	GEN. LABOR	1	S	M	White	1/16/1967	2/20/2007		$432.60	$822.30	$0.00	$0.00	$0.00

The following fields are extracted into the **"Census"** tab whenever the **"Retrieve Data"** button is selected on the main **"PRAnalysis Settings"** screen.

This can be selected as many times as desired as information is updated. Each time it is selected, it will clear the data from the prior retrieval and update all tabs with the latest information found in the **Payroll** data files. That's why you should save it off to a separate worksheet once you are satisfied with the results.

The fields that are extracted from the **Payroll** data files will include the following fields, and optionally include any Special Pay Types at the end based on any selections you have made. If none are selected or if only one or two Special Pay Types are chosen, only those that are entered will be displayed on the **"Census"** tab.

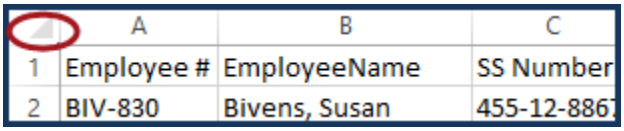
Fields included in Census Tab:

1) **Employee Number**
2) **First Name**
3) **Last Name**
4) **Social Security Number**
5) **Address 1**
6) **Address 2**
7) **City**
8) **State**
9) **Zip**
10) **Status** ***(Active, Resigned, Terminated, Leave of Absense or Laid Off)***
11) **Department** ***(if option turned on)***
12) **Worker's Compensation Class** ***(if option turned on)***
13) **Marital Status**
14) **Gender**
15) **Race**
16) **Birth Date**
17) **Hire Date**
18) **Termination Date** ***(if non-active employees are included)***
19) **Up to five additional Special Pay Types as entered by the user.** ***(None if none entered.)***

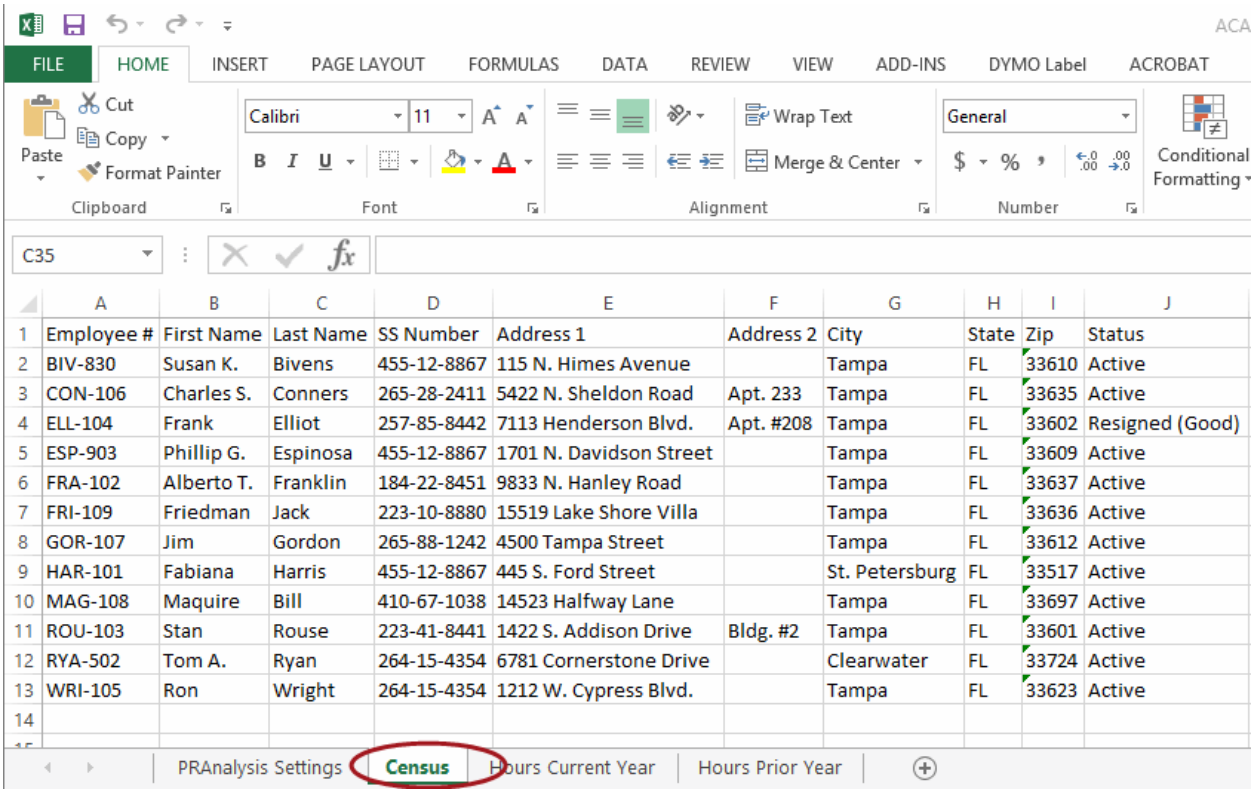
Once the data has been **"retrieved"** from your **Payroll** data files into the **PRAnalysis Tool**, the recommended procedure is to now save this query off to a new Excel Spreadsheet with its own naming convention. This is because each time you perform a unique or different click on the **"Retrieve Data"** button, a new retrieval of Payroll information will be made.

When this occurs, whatever data was previously retrieved and sitting in the **"Census," "Hours Current Year"** or **"Hours Prior Year"** tab will automatically be removed and replaced by the new **"retrieval."**

Therefore, if you were pleased with the retrieval that you made and wanted to use it for part of your current **Payroll Analysis**, then you should click on the triangle in the upper left of the Excel Spreadsheet.



This will automatically highlight all data in the current Excel tab. You can then click on the **"Copy"** option at the top of the screen or use the **CTRL C** function to copy the data. Then, click on **"File," "New"**, and select **"Blank Workbook"** in Excel and **"Paste" (CTRL V)** the data into the new **Workbook** and save it with new filename as shown in the following screen.



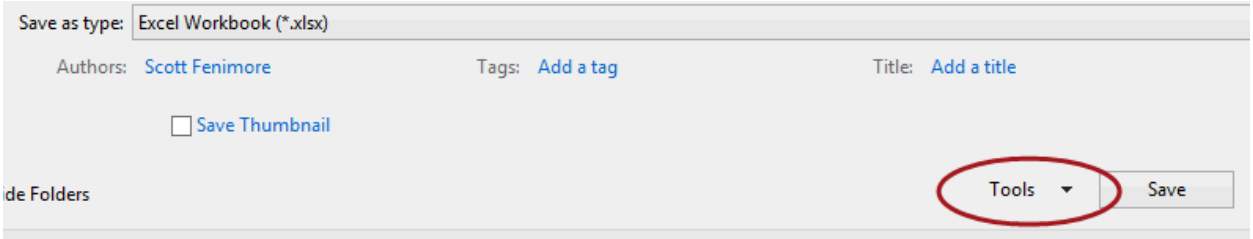
	A	B	C	D	E	F	G	H	I	J
1	Employee #	First Name	Last Name	SS Number	Address 1	Address 2	City	State	Zip	Status
2	BIV-830	Susan K.	Bivens	455-12-8867	115 N. Himes Avenue		Tampa	FL	33610	Active
3	CON-106	Charles S.	Conners	265-28-2411	5422 N. Sheldon Road	Apt. 233	Tampa	FL	33635	Active
4	ELL-104	Frank	Elliot	257-85-8442	7113 Henderson Blvd.	Apt. #208	Tampa	FL	33602	Resigned (Good)
5	ESP-903	Phillip G.	Espinosa	455-12-8867	1701 N. Davidson Street		Tampa	FL	33609	Active
6	FRA-102	Alberto T.	Franklin	184-22-8451	9833 N. Hanley Road		Tampa	FL	33637	Active
7	FRI-109	Friedman	Jack	223-10-8880	15519 Lake Shore Villa		Tampa	FL	33636	Active
8	GOR-107	Jim	Gordon	265-88-1242	4500 Tampa Street		Tampa	FL	33612	Active
9	HAR-101	Fabiana	Harris	455-12-8867	445 S. Ford Street		St. Petersburg	FL	33517	Active
10	MAG-108	Maquire	Bill	410-67-1038	14523 Halfway Lane		Tampa	FL	33697	Active
11	ROU-103	Stan	Rouse	223-41-8441	1422 S. Addison Drive	Bldg. #2	Tampa	FL	33601	Active
12	RYA-502	Tom A.	Ryan	264-15-4354	6781 Cornerstone Drive		Clearwater	FL	33724	Active
13	WRI-105	Ron	Wright	264-15-4354	1212 W. Cypress Blvd.		Tampa	FL	33623	Active
14										

Notice in red how you can uniquely name the tab or name each tab its original name from the default **PRAnalysis** file that it was created from.

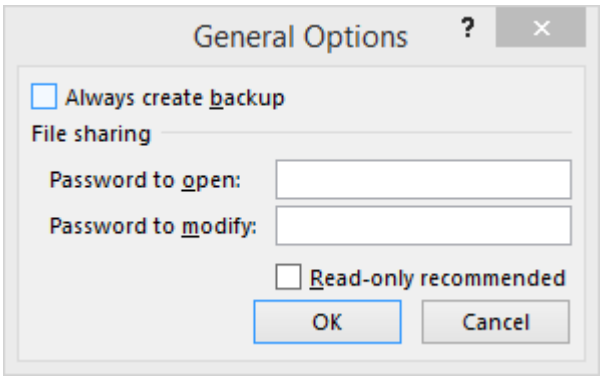
This way you know what you are looking at and when it should be used. Just remember to save the files in a secure place on your PC or network drives. These are now normal Excel files and anyone can gain access to this sensitive data in Excel now that you have extracted the data from the security of the **Infinity POWER Accounting Software**.

You may not want everyone having full access to your entire employee list! Keep in mind, these files have Social Security Numbers and important address information which is ideal material for ***"Identity Theft."*** This is very important that this information is secured at this point. **A password on the Excel file would be highly recommended!!!**

Therefore, when you go to save the Excel file as a separate worksheet, once you have given it a name, click on the **"Tools"** option at the bottom of the screen as shown below:



Click on **"General Options."** The following screen will appear:



Enter your passwords to open and to modify the file. You may also select whether to have Excel **"Always create a backup copy"** and whether to open the file in **"Read-only mode."** These are all choices for you to make and determine.

Depending on the **Special Pay Types** you enter for your firm, you can see up to five per retrieval as shown on the following screen which is on the far right of the spreadsheet:

Q	R	S	T	U	V	W
Hire Date	Term Date	INS	FIT	DEN	401	COM
6/1/2013		$2,243.80	$520.00	$594.88	$382.78	$0.00
2/20/2002		$2,362.88	$520.00	$741.00	$1,942.83	$0.00
7/10/2006	11/19/2015	$2,265.04	$690.00	$582.82	$744.81	$0.00
6/1/1999		$5,867.68	$520.00	$910.00	$3,182.88	$0.00
1/11/2010		$4,931.68	$0.00	$715.00	$800.31	$0.00
3/6/2011		$4,907.76	$0.00	$705.64	$2,565.12	$9,455.19
5/6/2013		$4,135.04	$0.00	$594.88	$2,006.69	$0.00
6/1/2005		$4,607.72	$520.00	$594.88	$2,934.30	$0.00
9/29/2008		$5,344.04	$1,300.00	$611.52	$4,044.59	$13,433.84
3/15/2014		$4,901.00	$1,040.00	$594.88	$1,825.98	$0.00
2/20/2013		$3,401.32	$0.00	$594.88	$1,451.93	$0.00
2/20/2008		$3,562.52	$0.00	$594.88	$2,562.99	$0.00

Notice on the above screen that as the data is retrieved that it does not come in with any special formatting characteristics. In other words, if you want to **"bold," "center"** or **"color"** specific titles and columns, you may do so since you are working in Microsoft Excel. Just keep in mind, that if you do so and do not save your data out to a separate worksheet, the next time you click on the **"Retrieve Data"** button, it will all be overwritten! So, if you are just in the process of review, you may want to wait on special formatting until you have compiled your data for the year.

Hours Current Year:

When the **"Retrieve Data"** button is selected, not only is the tab labeled **"Census"** updated but so are the others titled **"Hours Current Year"** and **"Hours Prior Year."** You can use the information in these tabs to assist you in determining whether your firm is subject to the more advanced reporting requirements of the Affordable Care Act **(ACA).**

Employers of fifty **(50)** or more full-time equivalent employees are required to complete a transmittal form **(1094-B or 1094-C)** containing information about the employer and an employee form **(1095-B or 1095-C)** for each full-time employee. Forms must be filed with the Internal Revenue Service in early **2016**. Failure to file is mandated by significant penalties if you don't file timely or don't file all the required forms.

Most of the information required on these new forms isn't found inside the **Infinity POWER Payroll** module. The **Payroll** module is designed to maintain information regarding the company's employees and how to calculate payments to them while withholding Payroll taxes and other items. It is a fully transaction based software module with direct integration to the **General Ledger, Job Cost Main Module, Check Reconciliation** and **DP/DashBoard** modules.

The reporting requirements of the **ACA** for firms with fifty **(50)** or more full-time equivalent employees are required to keep and track data found completely outside the scope of the Payroll module. This would include items such as an employee's spouse's name, social security number and whether they were covered by insurance elsewhere in any given month. Likewise is true for every one of the employee's dependents.

The **Payroll** module has nowhere to store and report this database kind of information. That is a task to be done by the Employer, according to the **ACA**. The **Payroll Analysis Tool's** mission is to first assist companies in determining whether or not they must meet these new mandatory reporting requirements. This information is summarized by Employee at the far right of this Tab **(Hours Current Year)** to help Employer's determine how many Employees meet the current definition of **"full time"** employment **(currently 30 hours)**. This may change over time.

The following screen illustrates the summary of Employees on a weekly Payroll schedule and then summarized at year-end for analysis.

Please note in the first image that this is shot from the far left of the spreadsheet where the **"Employee Number"** is listed alongside their **Name, Social Security Number, Department, Status** and then how many hours they worked for the current pay cycle. If you are running weekly Pay Cycles as shown on the following screen, each week will have hours displayed.

Should your Payroll cycles be less frequent, such as **"Bi-weekly"** or **"Semi-Monthly"** the weeks will skip a column and the hours will double in amounts to be displayed only on the weeks when the Payroll was actually run.

[Left side of "Hours Current Year"]

	A	B	C	D	E	F	G	H	I	J	K	L
1	Employee #	EmployeeName	SS Number	Department	Status	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
2	BIV-830	Bivens, Susan	455-12-8867	ADMIN	Active	25.00	28.50	22.50	31.00	24.50	25.00	29.50
3	CON-106	Conners, Charles S.	265-28-2411	GEN. LABOR	Active	40.00	44.50	40.00	43.50	38.00	41.00	47.00
4	ELL-104	Elliot, Frank	257-85-8442	GEN. LABOR	Resigned (Good)	40.00	46.25	40.00	51.00	45.50	42.00	42.00
5	ESP-903	Espinosa, Phillip	455-12-8867	MANAGEMENT	Active	40.00	40.00	40.00	40.00	40.00	43.00	35.00
6	FRA-102	Franklin, Alberto T.	184-22-8451	GEN. LABOR	Active	40.00	45.25	46.75	44.00	52.50	44.50	38.50
7	FRI-109	Jack Friedman	223-10-8880	SALES	Active	40.00	40.00	40.00	38.00	40.00	36.00	41.50
8	GOR-107	Gordon, Jim	265-88-1242	ADMIN	Active	40.00	40.00	40.00	45.50	54.00	41.00	43.00
9	HAR-101	Harris, Fabiana	455-12-8867	ADMIN	Active	40.00	40.00	40.00	36.00	43.00	44.00	41.00
10	MAG-108	Bill Maquire	410-67-1038	SALES	Active	40.00	40.00	40.00	41.50	40.00	42.00	39.00
11	ROU-103	Rouse, Stan	223-41-8441	MANAGEMENT	Active	40.00	40.00	40.00	39.00	47.00	52.50	48.25
12	RYA-502	Ryan, Tom	264-15-4354	GEN. LABOR	Active	24.00	33.50	35.00	29.00	31.50	28.00	32.00
13	WRI-105	Wright, Ron	264-15-4354	GEN. LABOR	Active	40.00	40.00	47.00	46.50	46.00	43.00	45.75
14												
15												

[Right side of "Hours Current Year"]

AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI
Week 44	Week 45	Week 46	Week 47	Week 48	Week 49	Week 50	Week 51	Week 52	Total Hours	Weeks Worked	Weekly Avg	Full Time
26.25	24.25	25.00	23.00	22.00	23.50	21.75	24.00	26.25	1342.75	52	25.75	N
37.00	35.50	49.00	44.00	38.00	46.00	41.50	52.00	47.75	2223.00	52	42.63	Y
39.00	51.25	43.50							2084.50	46	45.19	Y
36.00	40.00	41.00	40.00	40.00	42.00	40.00	40.00	39.00	2094.00	52	40.16	Y
49.00	47.50	47.50	46.00	45.25	50.50	45.75	43.25	45.25	2430.00	52	46.60	Y
40.00	40.00	41.50	38.00	40.00	40.00	41.00	39.00	40.00	2067.00	52	39.64	Y
51.25	43.50	45.25	42.50	48.25	44.75	42.50	47.00	48.25	2432.25	52	46.65	Y
39.50	44.00	43.25	43.75	39.50	37.50	39.75	42.50	42.50	2189.75	52	42.00	Y
40.00	40.00	40.00	41.00	40.00	40.00	41.00	40.00	40.00	2076.00	52	39.81	Y
48.50	46.00	40.00	49.00	41.00	42.25	40.00	45.75	46.50	2402.60	52	46.08	Y
24.75	25.00	26.75	23.25	24.00	23.00	23.00	24.00	24.00	1382.75	52	26.52	N
40.50	38.00	47.50	47.00	42.00	49.50	42.50	44.25	49.25	2283.50	52	43.79	Y
											Total F/T:	10
											Total P/T:	2

Notice how on line #4 that the Employee resigned in **"Week 47."** That changed the Employee's status from **"Active"** to **"Resigned (Good)"** or whatever would have been the case. There are several choices for **"Status."** By the time you come across Row #4 to Column **"AZ"** you will notice that the accumulation of hours then stops since they didn't receive any further paychecks.

The Employee is still coded as a **"Full Time"** status since all of the Payroll runs that they participated in during their tenure were as a **"Full Time"** employee. Those employees with less than **30** hours per week **"Susan Bivens** and **Tom Ryan"** are coded as **"N"** to **Full Time** status. Then, at the bottom right of the summary, the system performs a calculation automatically totaling up the number of **"Full Time Employees (10)"** and the total number of **"Part Time Employees (2)"** in this example.

This isn't the only calculation that Employers should use in their determinations of full time equivalents, but it should provide a good guideline in concluding whether or not they may need to comply with the more advanced reporting requirements of the Affordable Care Act **(ACA)**. In this example, that would not be the case.

Hours Prior Year:

The **ACA** may also require Employers to perform a **"look back"** function which means that since different Employees start and stop employment at varying intervals throughout the year, you may need to combine the information from more than just the current year to determine whether or not an Employee is considered a full-time equivalent employee.

If you choose **"Yes"** to the prompt on the main screen, the **PRAnalysis Tool** will update the tab **"Hours Prior Year"** simultaneously for analysis. The format of the information is identical to the **"Hours Current Year"** format.

PRO-WARE ACA 1095 Reporting

If you use the **PRAnalysis Tool** and determine that you haven't reached the threshold where you need to comply with the more advanced reporting requirements, you need to only allow your insurance company to provide the requisite reporting for your **ACA** needs.

For those companies that determine that they are near or have exceeded this threshold, then the **Data Pro PRAnalysis Tool** was designed to integrate directly with the **"PRO-WARE ACA 1095 Reporting"** software program. It specializes in the actual additional tracking of the database information you'll need to accumulate and report to the government, not only on your actual employees, but also on their spouses, dependents and health care coverages as well.

Pro-Ware's ACA 1095 Reporting will generate all necessary forms and includes an e-file option in the event your data needs to be e-filed. Employers with more than **250** employees will need to e-file their forms instead of submitting paper forms.

Further, since many **Data Pro** customers take advantage of the **"multi-company"** capabilities, **Pro-Ware** offers two solutions. One is a **"Single Client"** license for those firms with a single Federal ID #.

However, under the terms of the **ACA**, companies with multiple Federal ID #'s, but yet with common ownership, still have to calculate all of their employees together to determine whether or not they meet the minimum number of Employee threshold.

As such, **Pro-Ware** also supports a **"multi-client"** software product solution as well.

Why Pro-Ware ACA 1095 Reporting?

If you put absolutely no value on your time, you could simply enter your employee data, dependent data, and health coverage codes into fillable **PDF** forms. You will even find some software applications that use this approach. However, **Pro-Ware's ACA 1095 Reporting** takes a much more expeditious approach that results in a process that can be completed in very little time.

Once you accept the fact that this is not something you can put off any longer, the first step is to get your employee and, if necessary, dependent data into **ACA 1095 Reporting**. To accomplish this, you can use their flexible and easy-to-use **"import"** option.

This is what the **Data Pro PRAnalysis Tool** is designed to specifically utilize and integrate with. This tool provides you with the basis to get all of your company's core Employee data extracted from your **Infinity POWER Payroll** software database **(dBase, FoxPro or SQL)** and into a position so that it can be easily imported into a wide range of third party applications, including **Pro-Ware's ACA 1095 Reporting** software product(s)**.**

Once you have imported this core data, you can even assign default coverage codes to all imported employees to save even more time. Once you have your employee data in **Pro-Ware's ACA 1095 Reporting** software, you may need to make changes to the data for new hires, terminations, and health coverage changes. This is where their **ACA 1095 Reporting** can save you even more time because of a feature they call **"multi-select."**

"Multi-Select" allows you to select groups of employees and make changes to all of them instead of having to edit each one individually. **"Multi-Select"** can also be used to print reports making report generation very flexible.

More importantly, Pro-Ware was selected as an integrated partner because of the specific ability to import your current Payroll information immediately and begin management of this **ACA** process while you may still be in the process of hiring and firing employees throughout the rest of the calendar year.

Instead of a **"one time only"** opportunity to import the data into Pro-Ware at the beginning of January, once the calendar year for Payroll has been completed, you can do the export to Pro-Ware immediately and then proceed to provide updates on any recurring basis as changes occur.

These changes could include items such as an Employee's Address, Status and other fields that are essential to the **ACA** reporting process. Based on the master settings, the **Pro-Ware** import process can be defined to only allow changes to the database for those items that are either **"new"** or minor **"database"** changes without overwriting the rest of the Employee's record.

You wouldn't want a situation with a product whereby you start to perform your maintenance of the spousal and dependent information and it gets overwritten by a later import. This is the primary reason why **Pro-Ware's ACA 1095 Reporting** was selected for an integrated software partner.

Importing PRAnalysis Data Into PRO-Ware

Once you have **"retrieved"** your **Payroll** data into Microsoft Excel using the **Data Pro PRAnalysis Tool**, you have now put it in a position where it can be **"imported"** into the **"PRO-WARE ACA 1095 Reporting"** software program for further management and reporting under the rules and regulations of the **Affordable Care Act**. Again, this only applies to your firm if you have fifty **(50)** or more full time equivalent employees. If not, you will not need to purchase the **Pro-Ware** software or any other product to submit and manage this data for the requirements of the **ACA**.

However, if you firm does meet this criteria, then you must purchase either the **"PRO-WARE ACA 1095 Reporting"** software program or some other reporting tool to provide the necessary database tracking and filing options to meet the requirements of the **ACA**.

Assuming you have acquired the **Pro-Ware** software reporting software, the following steps will guide you to illustrate that the **PRAnalysis Tool** has the information in place to provide the proper basis of extracting your Employee's data into the **Pro-Ware** software. Once imported into **Pro-Ware**, it will allow you to manage and maintain all of the other data that is completely outside the scope of the **Infinity POWER Payroll** application itself.

First, you would go to the **Pro-Ware** web site and order the proper version of the product that you would need, based on your company's current situation ***(whether you have a single company or multi-company environment that needs to report as one under the ACA rules)***.

http://www.proware-cpa.com/aca-features.html

The two products to consider are as follows:

ACA 1095 Reporting Subscription (Initial Purchase)	2015	$249.00
ACA 1095 Reporting MultiClient Subscription (Initial Purchase)	2015	$599.00

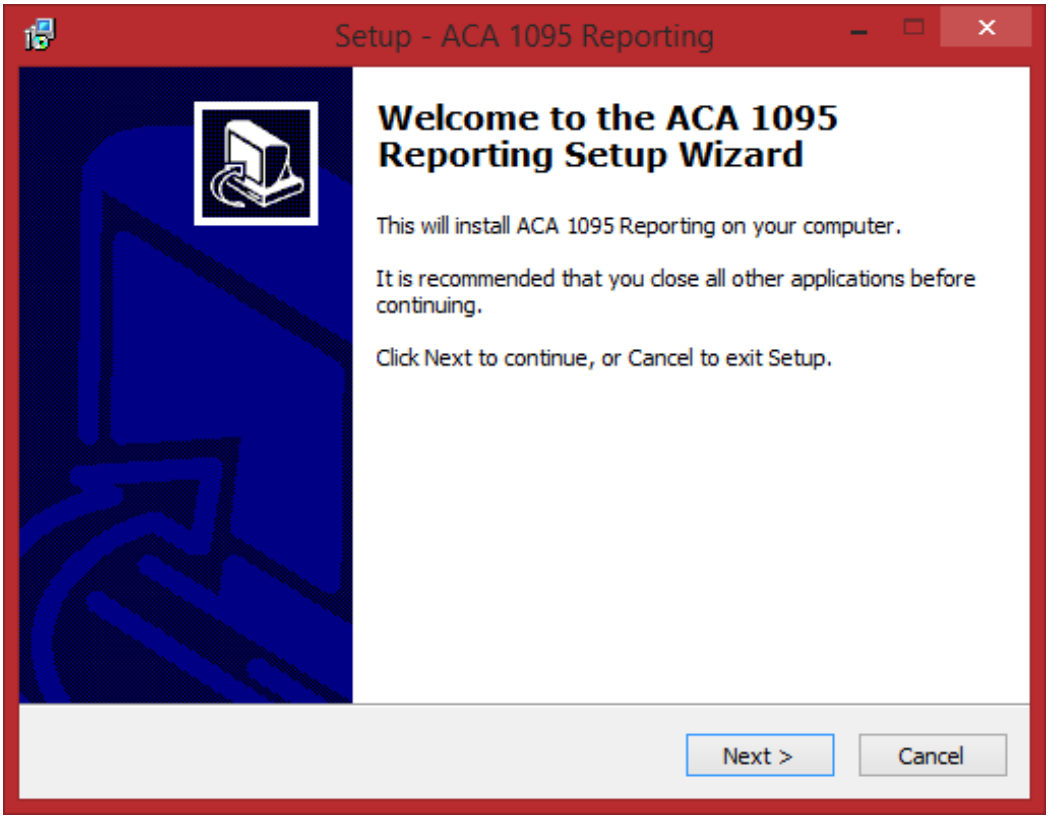
All pricing listed effective 09/01/2015 and subject to change.

Once you have ordered one of the products on-line at **Pro-Ware's** web site, you will receive a series of e-mails within minutes of your registration, then your order information and then your Serial Numbers and links to download their software.

The following instructions are designed as a guideline during installation and for the purposes of assisting **Data Pro** users to get to the point of **"importing"** their **Employee Payroll** data into the **Pro-Ware** software. It is not intended to be a complete user guide for the **Pro-Ware** software product. That is included automatically in the **Pro-Ware** software.

Installing Pro-Ware ACA 1095 Reporting

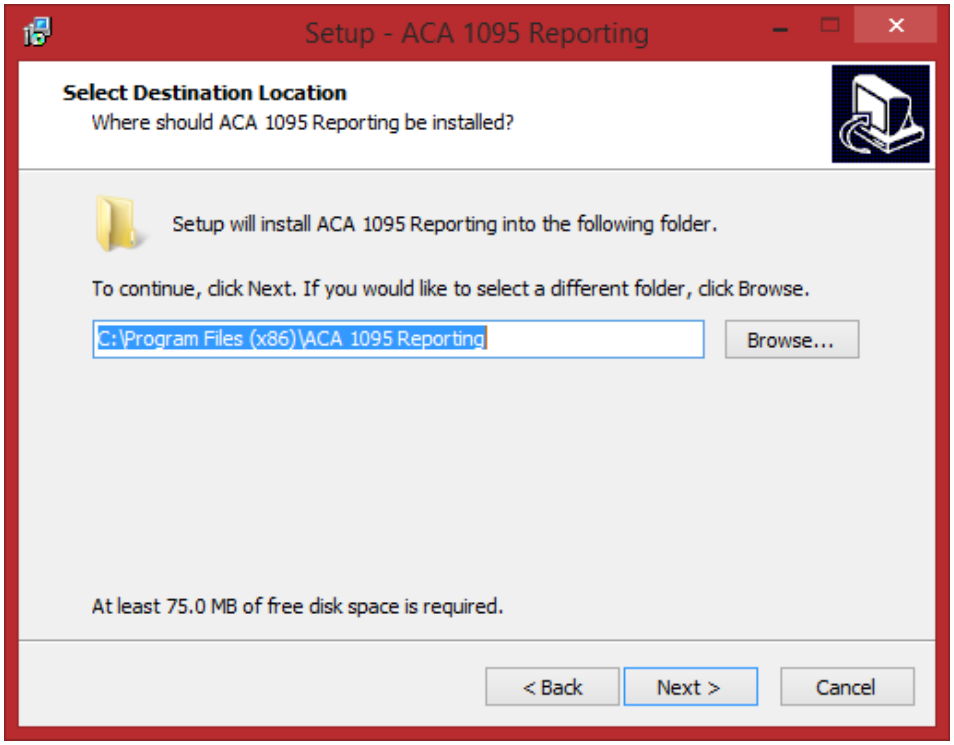
Once you save the software down to your server or local PC, click on the **"setup.exe"** and the following screen will appear:


Setup - ACA 1095 Reporting
Welcome to the ACA 1095 Reporting Setup Wizard
This will install ACA 1095 Reporting on your computer.
It is recommended that you close all other applications before continuing.
Click Next to continue, or Cancel to exit Setup.
Next >
Cancel

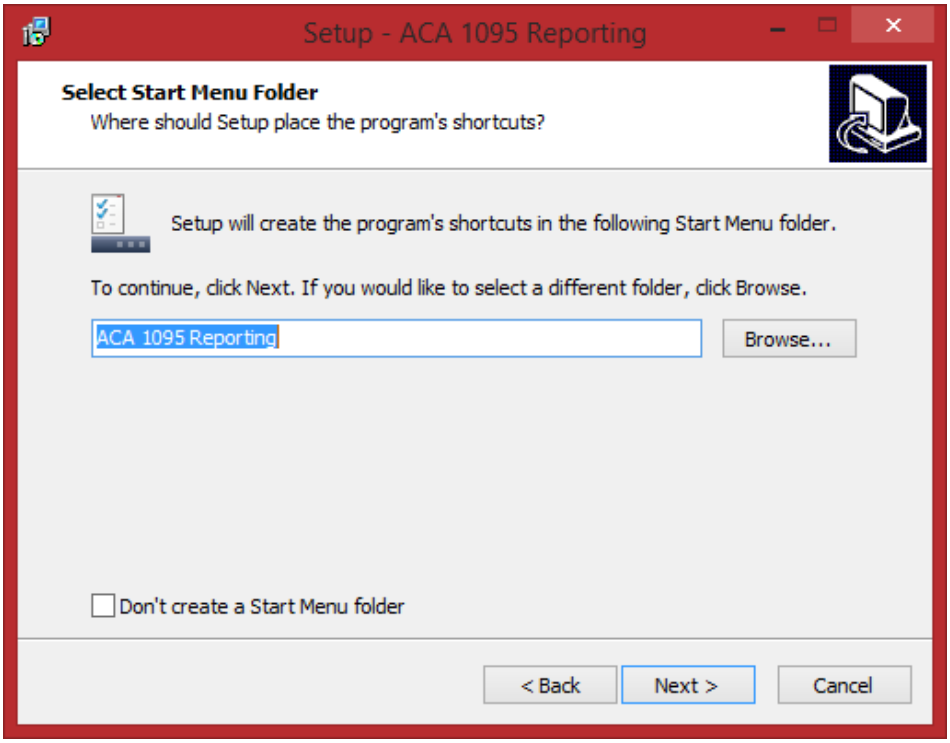
Click **"Next"** to continue.

Setup - ACA 1095 Reporting
License Agreement
Please read the following important information before continuing.
Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.
PRO-WARE, LLC
End User License Agreement
This is a legal agreement between you (an individual or a legal entity) and PRO-WARE, LLC (hear after referred to as PRO-WARE). By using Asset Keeper Pro (hear after referred to as "The Software"), you are agreeing to the terms and conditions of this license agreement. If you do not agree to the terms and conditions
I accept the agreement
I do not accept the agreement
< Back
Next >
Cancel

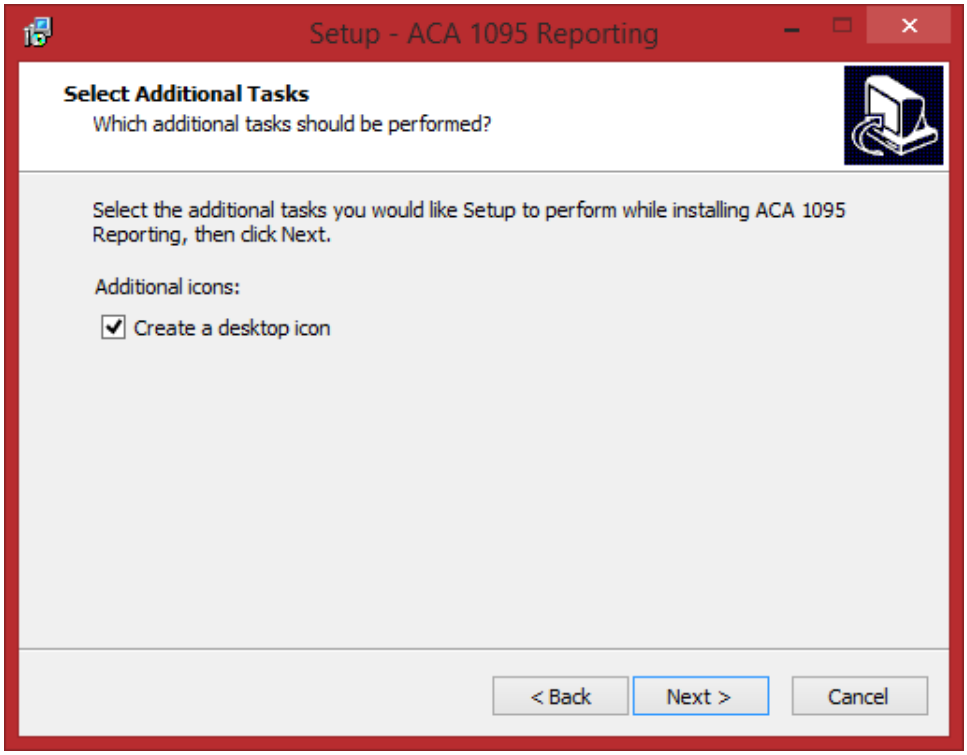
You need to accept their License Agreement and click on **"Next."**


Setup - ACA 1095 Reporting
Select Destination Location
Where should ACA 1095 Reporting be installed?
Setup will install ACA 1095 Reporting into the following folder.
To continue, click Next. If you would like to select a different folder, click Browse.
C:\Program Files (x86)\ACA 1095 Reporting
Browse...
At least 75.0 MB of free disk space is required.
< Back
Next >
Cancel

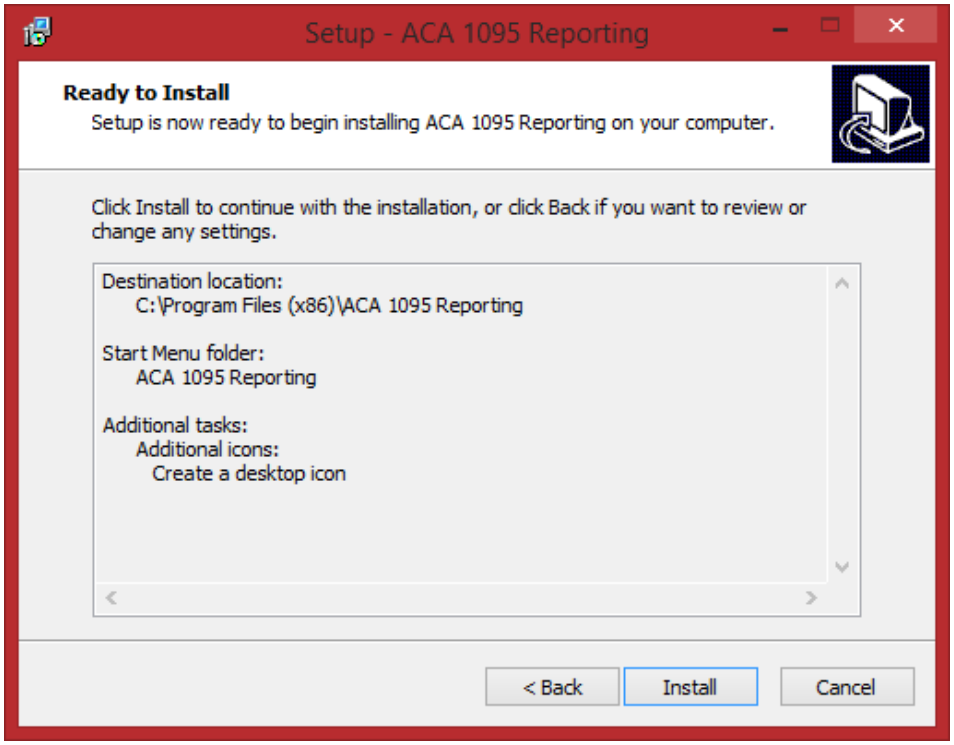
Select the default location to install the software or override it. Click on **"Next"** to continue.


Setup - ACA 1095 Reporting
Select Start Menu Folder
Where should Setup place the program's shortcuts?
Setup will create the program's shortcuts in the following Start Menu folder.
To continue, click Next. If you would like to select a different folder, click Browse.
ACA 1095 Reporting
Browse...
Don't create a Start Menu folder
< Back
Next >
Cancel

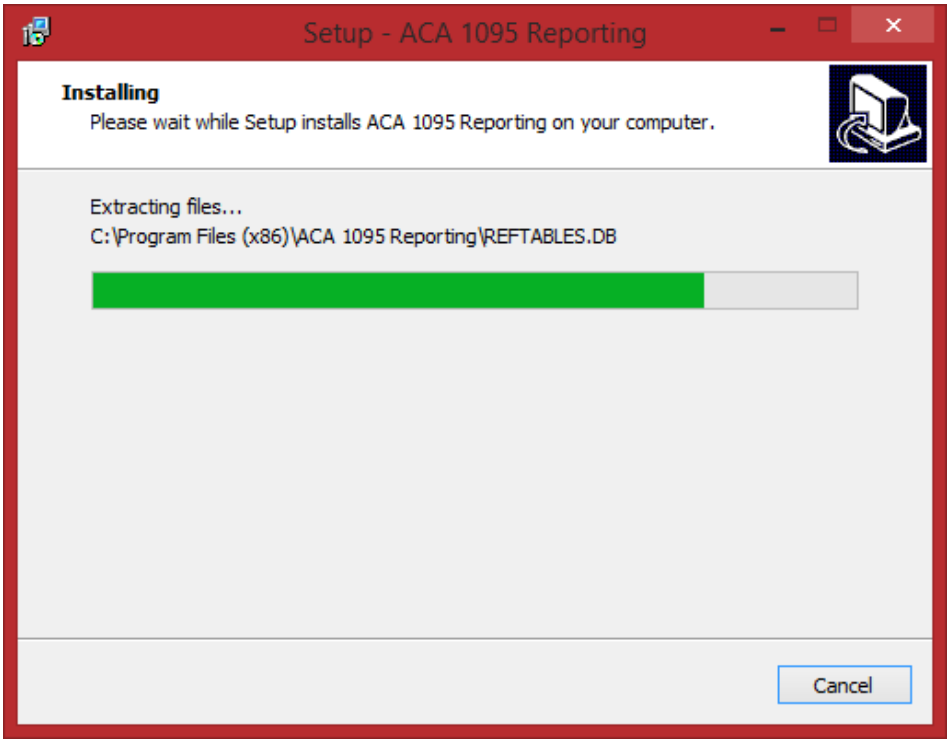
Select the Start Menu Folder. Click on **"Next."**


Setup - ACA 1095 Reporting
Select Additional Tasks
Which additional tasks should be performed?
Select the additional tasks you would like Setup to perform while installing ACA 1095 Reporting, then click Next.
Additional icons:
Create a desktop icon
< Back
Next >
Cancel

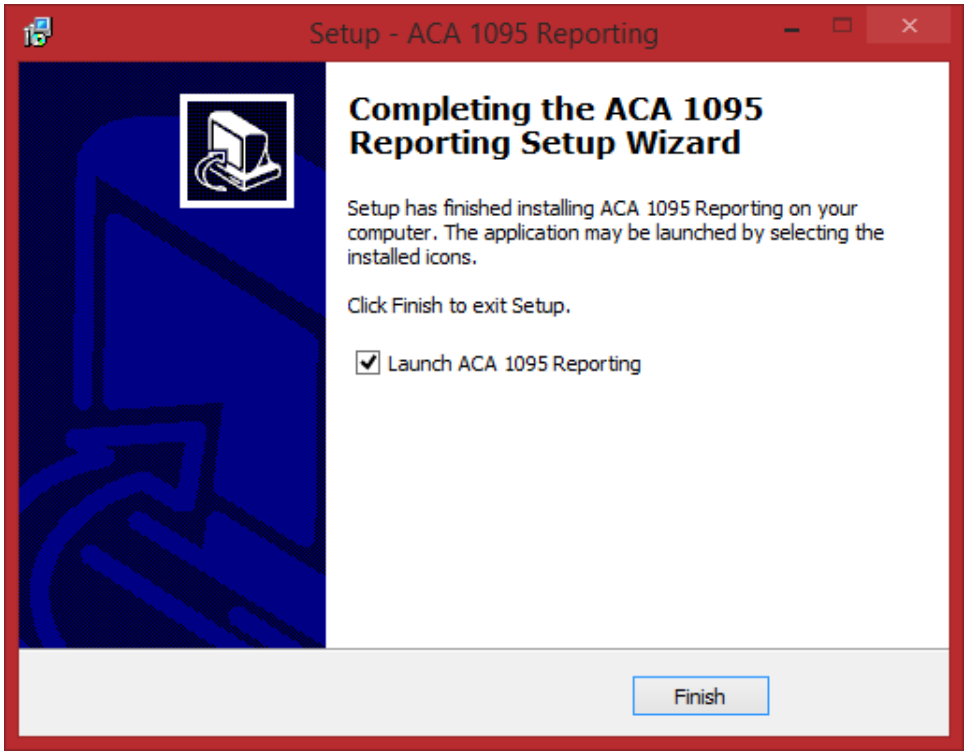
Make sure to click on the **"Create a desktop icon"** option so that it will be easy for you to remember where to find this application. Click on **"Next."**


Setup - ACA 1095 Reporting
Ready to Install
Setup is now ready to begin installing ACA 1095 Reporting on your computer.
Click Install to continue with the installation, or click Back if you want to review or change any settings.
Destination location:
C:\Program Files (x86)\ACA 1095 Reporting
Start Menu folder:
ACA 1095 Reporting
Additional tasks:
Additional icons:
Create a desktop icon
< Back
Install
Cancel

The software is now ready to install. Click on **"Install."**

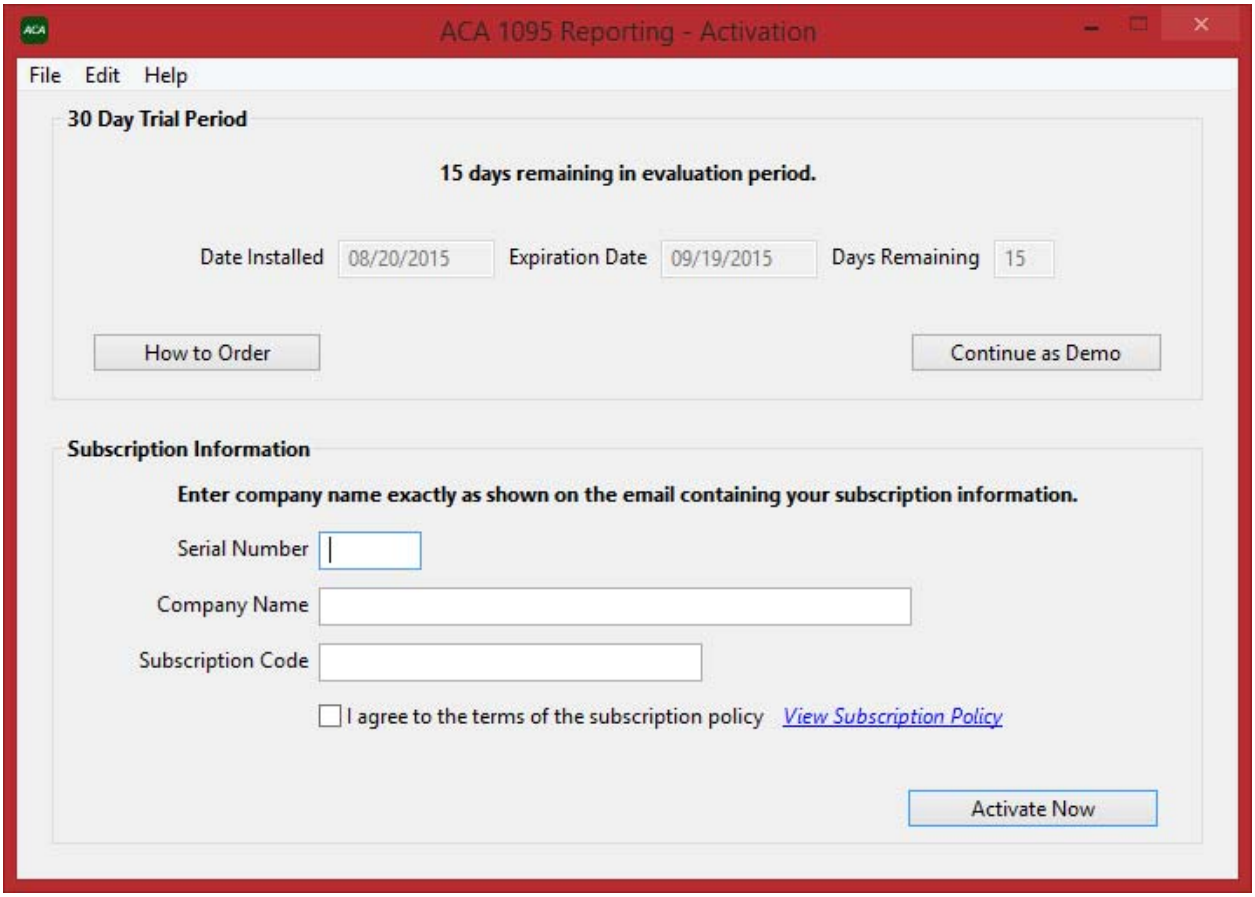

Setup - ACA 1095 Reporting
Installing
Please wait while Setup installs ACA 1095 Reporting on your computer.
Extracting files...
C:\Program Files (x86)\ACA 1095 Reporting\REFTABLES.DB
Cancel

The software will begin the installation process.

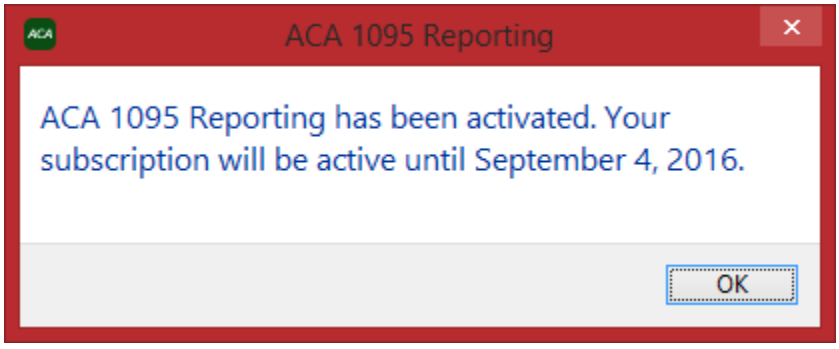

Setup - ACA 1095 Reporting
Completing the ACA 1095 Reporting Setup Wizard
Setup has finished installing ACA 1095 Reporting on your computer. The application may be launched by selecting the installed icons.
Click Finish to exit Setup.
Launch ACA 1095 Reporting
Finish

Once it is completed, you can click to **"Launch ACA 1095 Reporting"** and then on the **"Finish"** button.

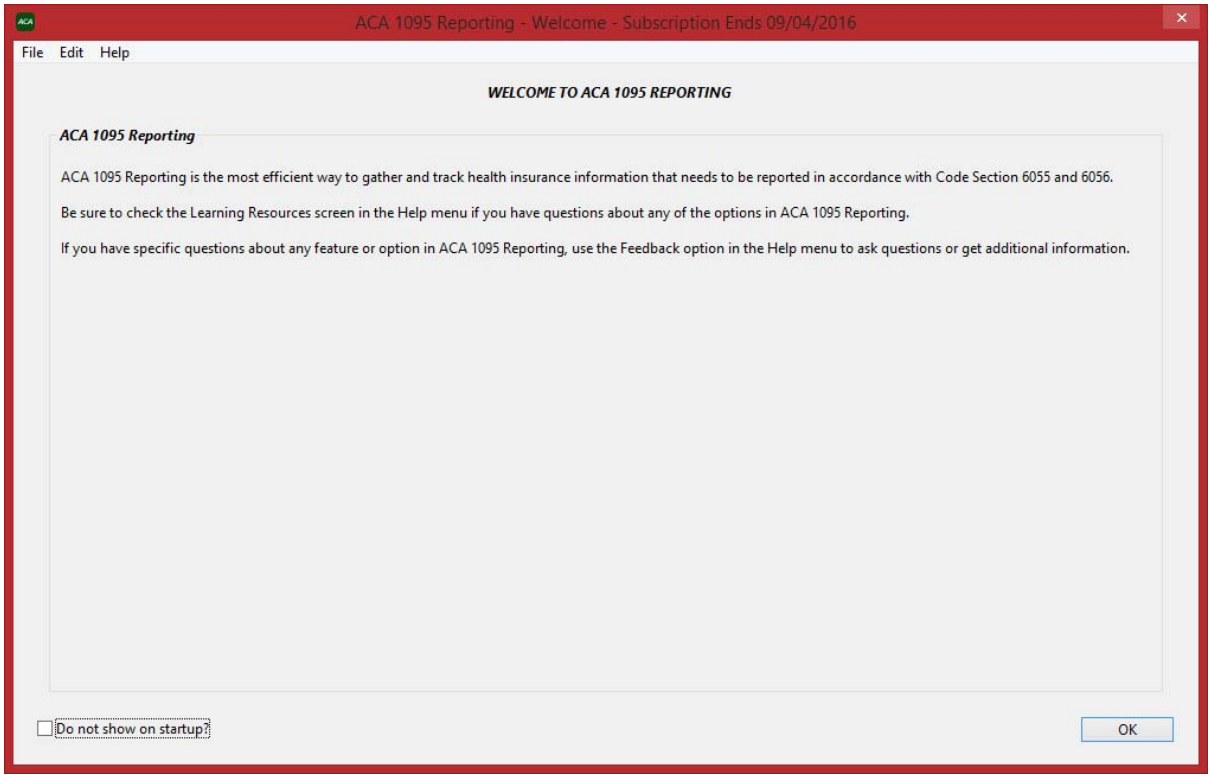
Once the software launches, the following screen will appear:


ACA 1095 Reporting - Activation
File Edit Help
30 Day Trial Period
15 days remaining in evaluation period.
Date Installed 08/20/2015
Expiration Date 09/19/2015
Days Remaining 15
How to Order
Continue as Demo
Subscription Information
Enter company name exactly as shown on the email containing your subscription information.
Serial Number
Company Name
Subscription Code
I agree to the terms of the subscription policy
View Subscription Policy
Activate Now

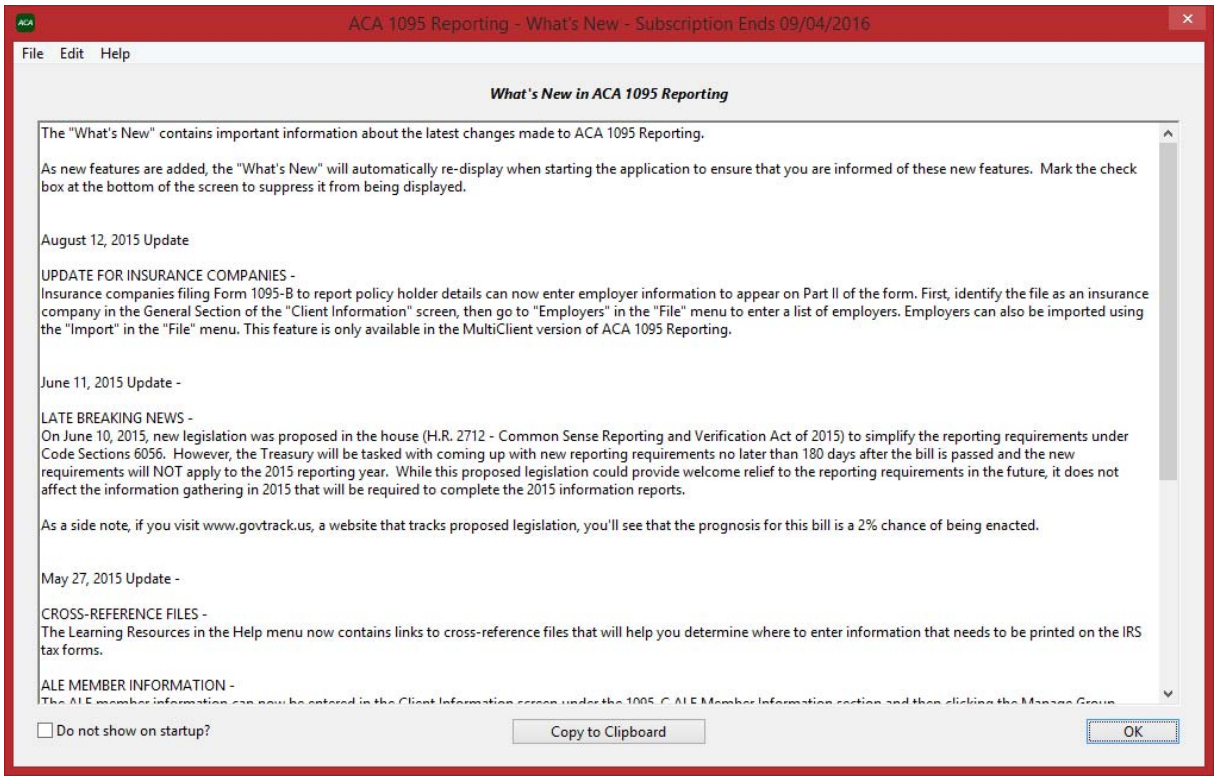
This is where you will need your **"Serial Number"** and **"Subscription Code"** that you would have received via e-mail to activate your software license. Once you have entered this information along with your Company Name, click on **"Activate Now."** You will then be prompted to agree to the terms of the subscription policy.



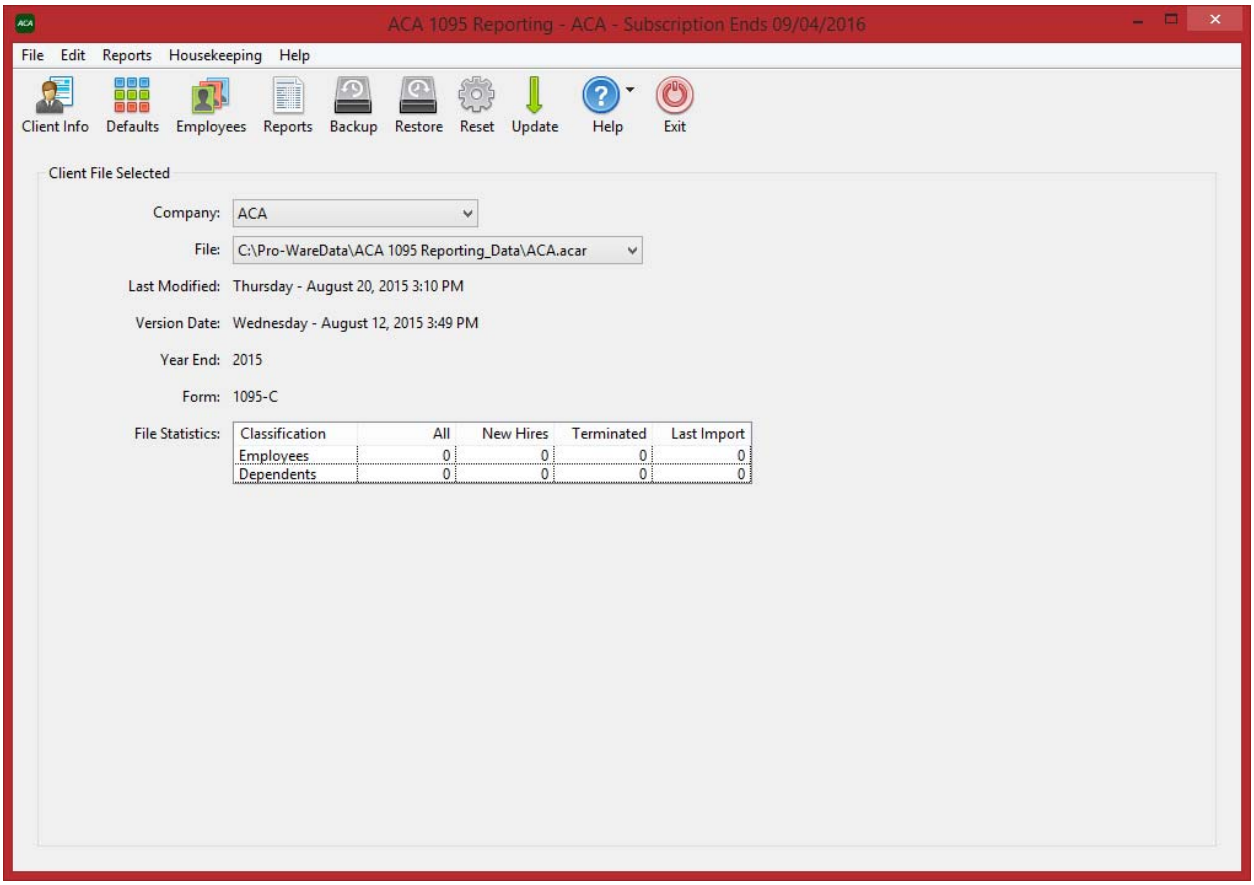
This license is a yearly subscription service with updates provided throughout the year. The following screen will appear as you enter the software for the first time.


ACA 1095 Reporting - Welcome - Subscription Ends 09/04/2016
File Edit Help
WELCOME TO ACA 1095 REPORTING
ACA 1095 Reporting
ACA 1095 Reporting is the most efficient way to gather and track health insurance information that needs to be reported in accordance with Code Section 6055 and 6056.
Be sure to check the Learning Resources screen in the Help menu if you have questions about any of the options in ACA 1095 Reporting.
If you have specific questions about any feature or option in ACA 1095 Reporting, use the Feedback option in the Help menu to ask questions or get additional information.
Do not show on startup?
OK

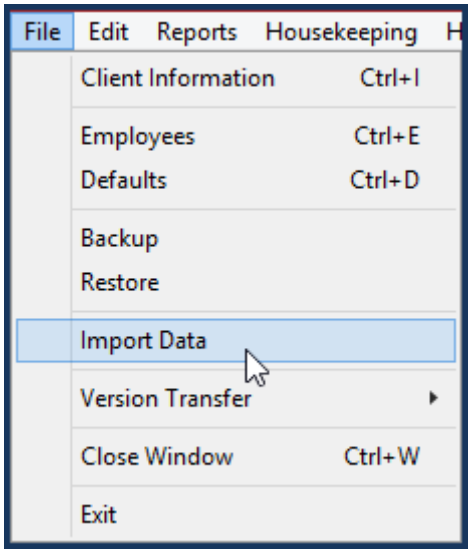
Click on **"OK"** to continue. **Pro-Ware** will also provide you with updates and changes news as you enter the software.


ACA 1095 Reporting - What's New - Subscription Ends 09/04/2016
File Edit Help
What's New in ACA 1095 Reporting
The "What's New" contains important information about the latest changes made to ACA 1095 Reporting.
As new features are added, the "What's New" will automatically re-display when starting the application to ensure that you are informed of these new features. Mark the check box at the bottom of the screen to suppress it from being displayed.
August 12, 2015 Update
UPDATE FOR INSURANCE COMPANIES -
Insurance companies filing Form 1095-B to report policy holder details can now enter employer information to appear on Part II of the form. First, identify the file as an insurance company in the General Section of the "Client Information" screen, then go to "Employers" in the "File" menu to enter a list of employers. Employers can also be imported using the "Import" in the "File" menu. This feature is only available in the MultiClient version of ACA 1095 Reporting.
June 11, 2015 Update -
LATE BREAKING NEWS -
On June 10, 2015, new legislation was proposed in the house (H.R. 2712 - Common Sense Reporting and Verification Act of 2015) to simplify the reporting requirements under Code Sections 6056. However, the Treasury will be tasked with coming up with new reporting requirements no later than 180 days after the bill is passed and the new requirements will NOT apply to the 2015 reporting year. While this proposed legislation could provide welcome relief to the reporting requirements in the future, it does not affect the information gathering in 2015 that will be required to complete the 2015 information reports.
As a side note, if you visit www.govtrack.us, a website that tracks proposed legislation, you'll see that the prognosis for this bill is a 2% chance of being enacted.
May 27, 2015 Update -
CROSS-REFERENCE FILES -
The Learning Resources in the Help menu now contains links to cross-reference files that will help you determine where to enter information that needs to be printed on the IRS tax forms.
ALE MEMBER INFORMATION -
Do not show on startup?
Copy to Clipboard
OK

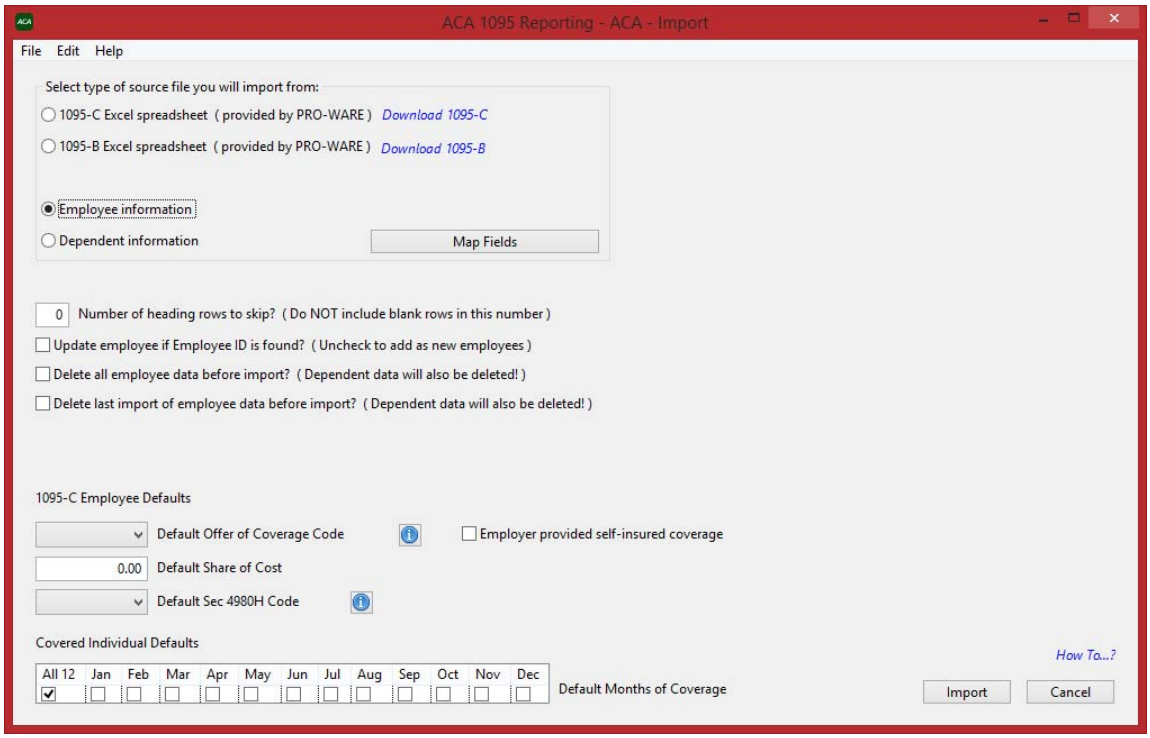
You will then be introduced to the **"Main Menu."** Remember, this documentation is to only describe the steps necessary for you to import your **"Employee Payroll"** data into **Pro-Ware ACA 1095 Reporting** and not for every step and function on how to use their software.



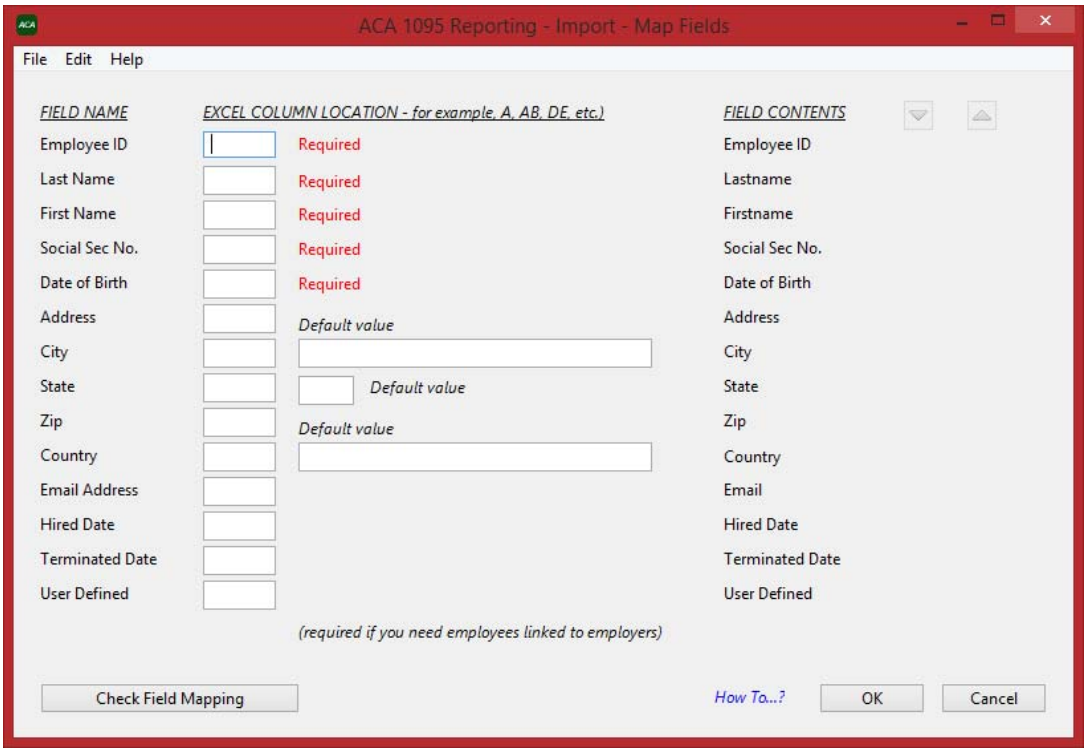
From the **"Main Menu,"** click on **"File"** and then **"Import Data"** as shown below:



The following screen will appear. The key option to select is **"Employee information."**

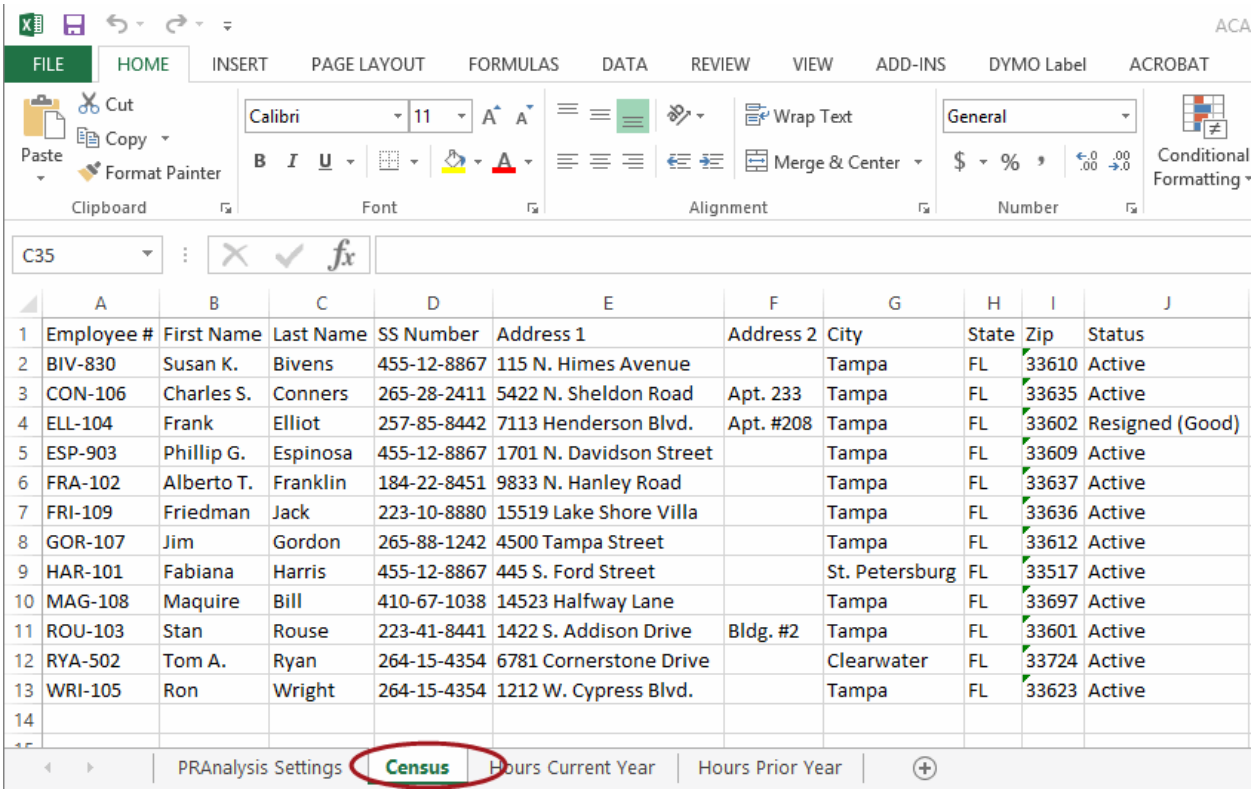

ACA 1095 Reporting - ACA - Import
File Edit Help
Select type of source file you will import from:
1095-C Excel spreadsheet (provided by PRO-WARE) Download 1095-C
1095-B Excel spreadsheet (provided by PRO-WARE) Download 1095-B
Employee information
Dependent information
Map Fields
0 Number of heading rows to skip? (Do NOT include blank rows in this number)
Update employee if Employee ID is found? (Uncheck to add as new employees)
Delete all employee data before import? (Dependent data will also be deleted!)
Delete last import of employee data before import? (Dependent data will also be deleted!)
1095-C Employee Defaults
Default Offer of Coverage Code
Employer provided self-insured coverage
0.00 Default Share of Cost
Default Sec 4980H Code
Covered Individual Defaults
All 12 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
Default Months of Coverage
How To...?
Import
Cancel

Once you have selected this option, click on the **"Map Fields"** button directly to the right. The following screen will appear:


ACA 1095 Reporting - Import - Map Fields
File Edit Help
FIELD NAME
EXCEL COLUMN LOCATION - for example, A, AB, DE, etc.)
FIELD CONTENTS
Employee ID Required Employee ID
Last Name Required Lastname
First Name Required Firstname
Social Sec No. Required Social Sec No.
Date of Birth Required Date of Birth
Address Default value Address
City City
State Default value State
Zip Default value Zip
Country Country
Email Address Email
Hired Date Hired Date
Terminated Date Terminated Date
User Defined User Defined
(required if you need employees linked to employers)
Check Field Mapping
How To...?
OK
Cancel

This is the most important step in integrating the **PRAnalysis Tool** to the **Pro-Ware ACA 1095 Reporting** software. The **PRAnalysis Tool** has used the **Infinity POWER POWERServer** module to directly access your **Payroll** data files and inserted the specific data into three different tabs within the worksheet. Specifically, for the purposes of importing data into the **Pro-Ware ACA 1095 Reporting** software, the **"Census"** tab information is what will need to be mapped to the fields on the previous screen.

The **"Census"** tab's information is repeated below for reference.

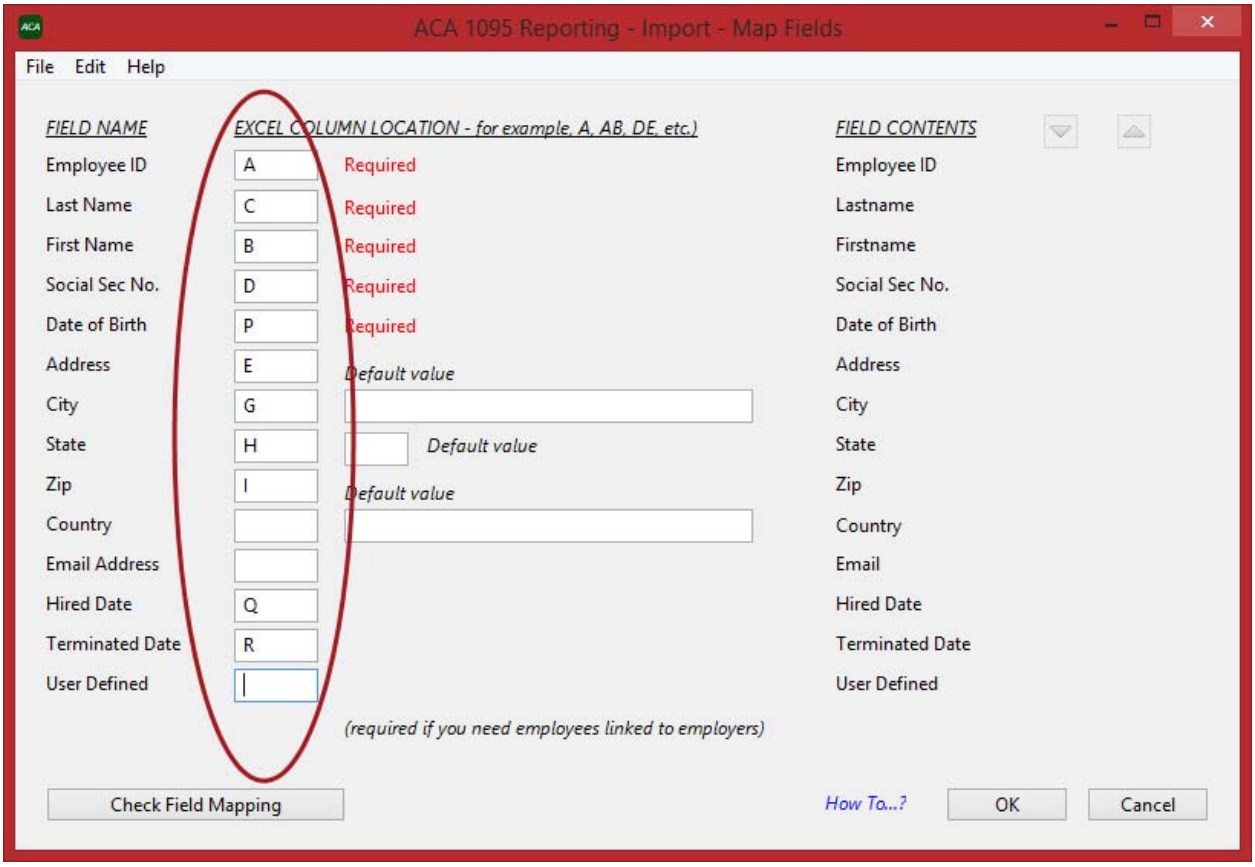


	A	B	C	D	E	F	G	H	I	J
1	Employee #	First Name	Last Name	SS Number	Address 1	Address 2	City	State	Zip	Status
2	BIV-830	Susan K.	Bivens	455-12-8867	115 N. Himes Avenue		Tampa	FL	33610	Active
3	CON-106	Charles S.	Conners	265-28-2411	5422 N. Sheldon Road	Apt. 233	Tampa	FL	33635	Active
4	ELL-104	Frank	Elliot	257-85-8442	7113 Henderson Blvd.	Apt. #208	Tampa	FL	33602	Resigned (Good)
5	ESP-903	Phillip G.	Espinosa	455-12-8867	1701 N. Davidson Street		Tampa	FL	33609	Active
6	FRA-102	Alberto T.	Franklin	184-22-8451	9833 N. Hanley Road		Tampa	FL	33637	Active
7	FRI-109	Friedman	Jack	223-10-8880	15519 Lake Shore Villa		Tampa	FL	33636	Active
8	GOR-107	Jim	Gordon	265-88-1242	4500 Tampa Street		Tampa	FL	33612	Active
9	HAR-101	Fabiana	Harris	455-12-8867	445 S. Ford Street		St. Petersburg	FL	33517	Active
10	MAG-108	Maquire	Bill	410-67-1038	14523 Halfway Lane		Tampa	FL	33697	Active
11	ROU-103	Stan	Rouse	223-41-8441	1422 S. Addison Drive	Bldg. #2	Tampa	FL	33601	Active
12	RYA-502	Tom A.	Ryan	264-15-4354	6781 Cornerstone Drive		Clearwater	FL	33724	Active
13	WRI-105	Ron	Wright	264-15-4354	1212 W. Cypress Blvd.		Tampa	FL	33623	Active
14										

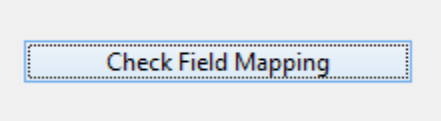
Notice how different pieces of information are stored in different columns within the **"Census"** tab. For instance, the **"Employee #"** is stored under **"Column A."** **"First Name"** is stored under **"Column B."** **"Social Security Number"** is stored under **"Column D."** **"State"** is stored under **"Column H."**

Therefore, you must then tell the **Pro-Ware** software which fields are to be found in which column within the **"Census"** tab inside the **PRAnalysis File** that you have saved off to a unique and separate filename.

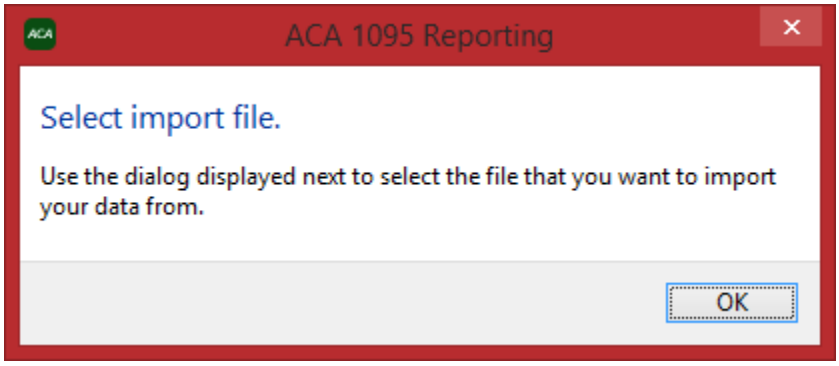
Notice on the following screen how the entries are made into the mapping screen. Follow these guidelines in your own software license for correct data mapping.


ACA 1095 Reporting - Import - Map Fields
File Edit Help
FIELD NAME
EXCEL COLUMN LOCATION - for example, A, AB, DE, etc.)
FIELD CONTENTS
Employee ID A Required Employee ID
Last Name C Required Lastname
First Name B Required Firstname
Social Sec No. D Required Social Sec No.
Date of Birth P Required Date of Birth
Address E Default value Address
City G City
State H Default value State
Zip I Default value Zip
Country Country
Email Address Email
Hired Date Q Hired Date
Terminated Date R Terminated Date
User Defined User Defined
(required if you need employees linked to employers)
Check Field Mapping
How To...?
OK
Cancel

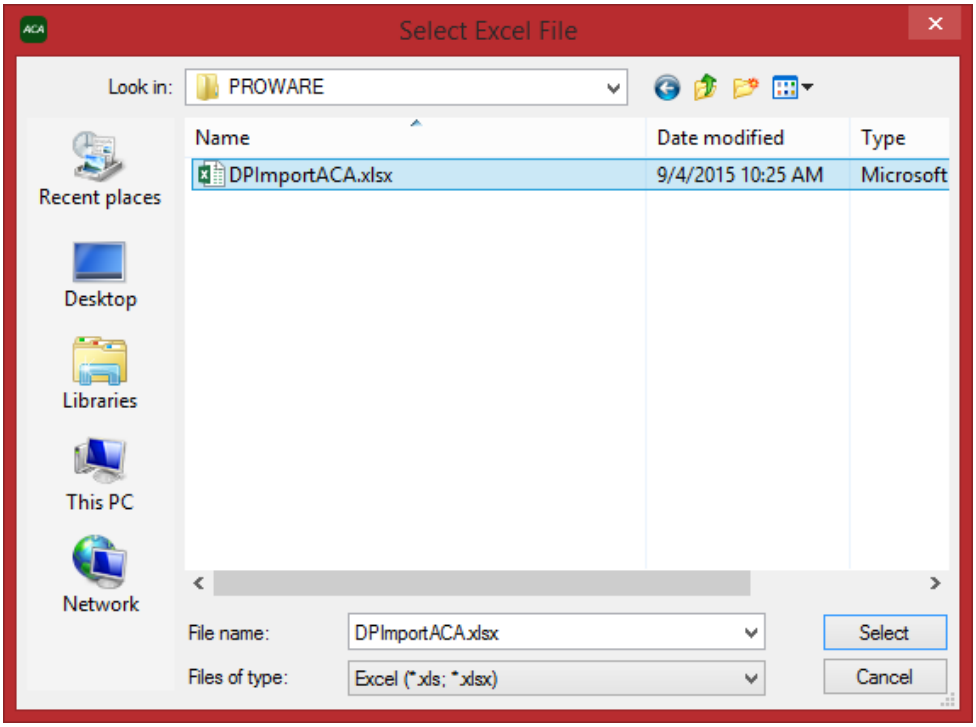
Once you have made your mapping entries, click on the **"Check Field Mapping"** button at the bottom of the screen as shown to insure that you haven't made any mistakes.



Next, you will select the name of the file to import.

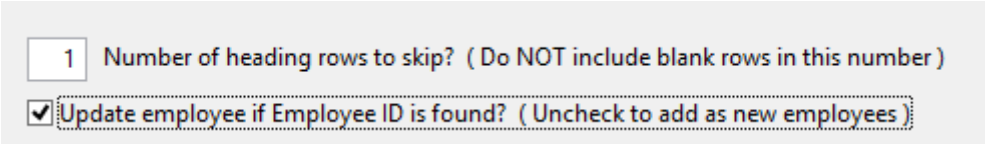

ACA 1095 Reporting
Select import file.
Use the dialog displayed next to select the file that you want to import your data from.
OK

You can name the file any name you want that makes sense to you including a Company ID, Year, and so forth. The following naming structure is for demonstration purposes only.



Go to the directory (folder) where you have stored your **PRAnalysis** worksheet and select the filename. Click on **"Select"** once you have it highlighted. Click **"OK"** once you are done. The overlay window for **"mapping"** will close and you will return to the original screen. Next, there are a couple of very important options that must be chosen in this process.

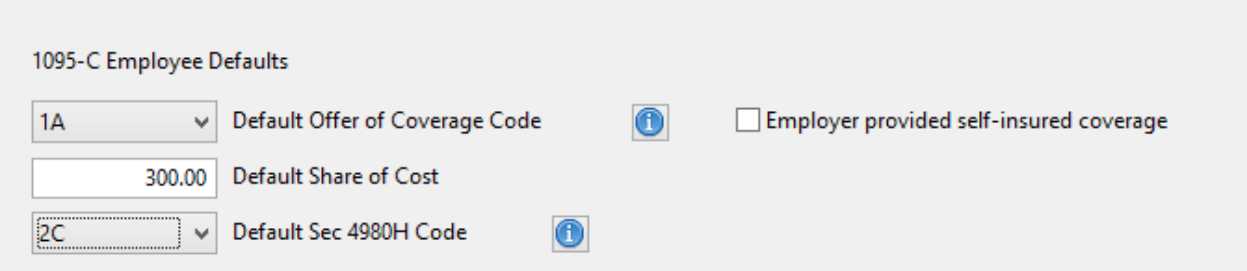
The first one is to enter the number one **(1)** for the question **"Number of heading rows to skip?"** The **PRAnalysis Tool** only has one row for headings and you don't want those headings imported into the **Pro-Ware** software. The second and most important option is to click on the box for **"Update employee if Employee ID is found?"** This tells the **"import"** function to only update any changes for an employee it sees each time you run this option instead of deleting their record and adding them as a new employee.


1
Number of heading rows to skip? (Do NOT include blank rows in this number)
Update employee if Employee ID is found? (Uncheck to add as new employees)

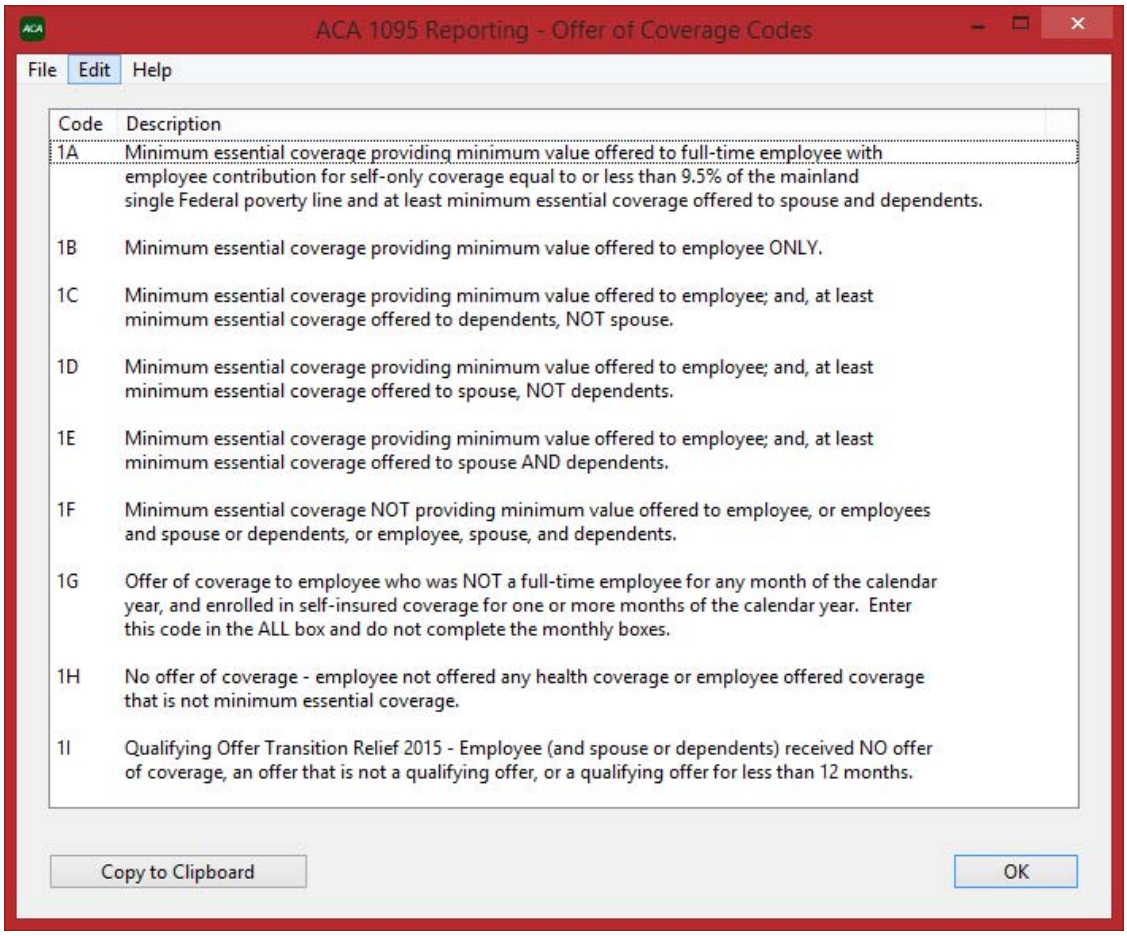
The consequences of not doing this would mean that all the work you are about to do to manage and maintain the database information for reporting on the Employee's spouse and dependents and their health care options will be removed.

You only want this import process to pick up New Employees, mark Employees as Terminated or Resigned, Change their Address and the like. You want to be in ***"change mode only!"*** So, pay very careful attention that you select this box!!!!

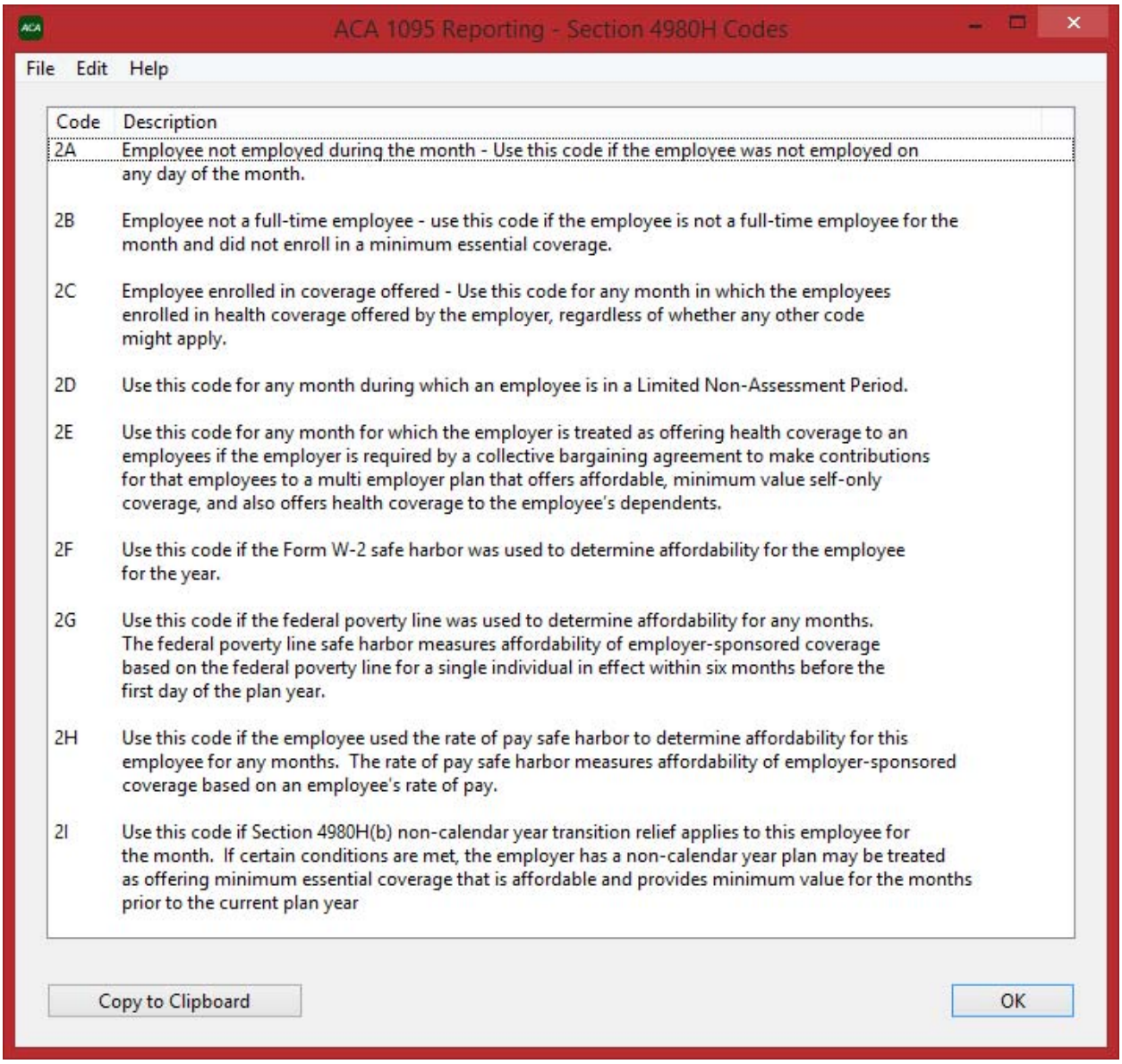
The **Pro-Ware** software will also provide you with a **"Default"** option of **ACA Coverage Codes** so that when you **"import"** your Employees, these codes can be automatically assigned to each Employee. You will still have the ability to override these codes on an **"Employee by Employee basis,"** but this allows you the ability to set the default for all or at least the majority of your Employees.



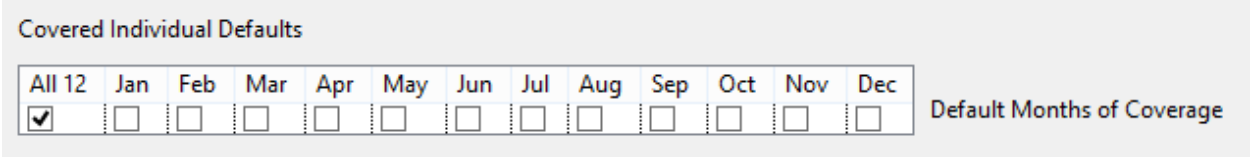
If you're not familiar with these codes yet, you will be soon! The **Pro-Ware** software provides you with a listing within their software to assist you.


ACA 1095 Reporting - Offer of Coverage Codes
File
Edit
Help
Code
Description
1A
Minimum essential coverage providing minimum value offered to full-time employee with employee contribution for self-only coverage equal to or less than 9.5% of the mainland single Federal poverty line and at least minimum essential coverage offered to spouse and dependents.
1B
Minimum essential coverage providing minimum value offered to employee ONLY.
1C
Minimum essential coverage providing minimum value offered to employee; and, at least minimum essential coverage offered to dependents, NOT spouse.
1D
Minimum essential coverage providing minimum value offered to employee; and, at least minimum essential coverage offered to spouse, NOT dependents.
1E
Minimum essential coverage providing minimum value offered to employee; and, at least minimum essential coverage offered to spouse AND dependents.
1F
Minimum essential coverage NOT providing minimum value offered to employee, or employees and spouse or dependents, or employee, spouse, and dependents.
1G
Offer of coverage to employee who was NOT a full-time employee for any month of the calendar year, and enrolled in self-insured coverage for one or more months of the calendar year. Enter this code in the ALL box and do not complete the monthly boxes.
1H
No offer of coverage - employee not offered any health coverage or employee offered coverage that is not minimum essential coverage.
1I
Qualifying Offer Transition Relief 2015 - Employee (and spouse or dependents) received NO offer of coverage, an offer that is not a qualifying offer, or a qualifying offer for less than 12 months.
Copy to Clipboard
OK

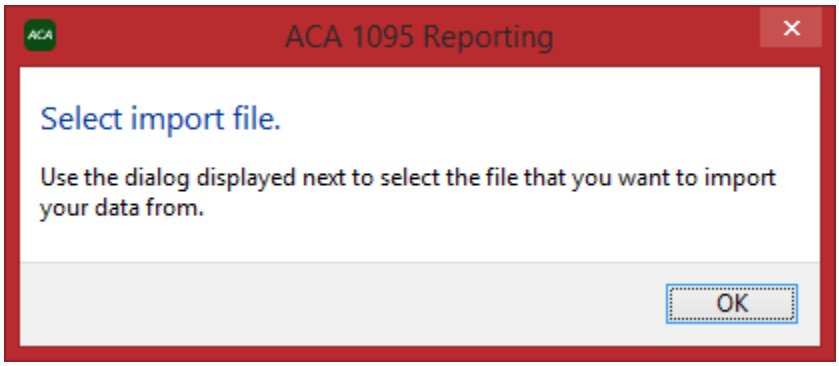
This section of the screen also allows you to define your default **"Share of the Cost of Insurance"** provided. The second default codes to set are for the **"Section 4908H Codes."** These too are listed in detail by the software to assist you in defining what should be used as a default when making the import of Employee data.


ACA 1095 Reporting - Section 4980H Codes
File Edit Help
Code Description
2A Employee not employed during the month - Use this code if the employee was not employed on any day of the month.
2B Employee not a full-time employee - use this code if the employee is not a full-time employee for the month and did not enroll in a minimum essential coverage.
2C Employee enrolled in coverage offered - Use this code for any month in which the employees enrolled in health coverage offered by the employer, regardless of whether any other code might apply.
2D Use this code for any month during which an employee is in a Limited Non-Assessment Period.
2E Use this code for any month for which the employer is treated as offering health coverage to an employees if the employer is required by a collective bargaining agreement to make contributions for that employees to a multi employer plan that offers affordable, minimum value self-only coverage, and also offers health coverage to the employee's dependents.
2F Use this code if the Form W-2 safe harbor was used to determine affordability for the employee for the year.
2G Use this code if the federal poverty line was used to determine affordability for any months. The federal poverty line safe harbor measures affordability of employer-sponsored coverage based on the federal poverty line for a single individual in effect within six months before the first day of the plan year.
2H Use this code if the employee used the rate of pay safe harbor to determine affordability for this employee for any months. The rate of pay safe harbor measures affordability of employer-sponsored coverage based on an employee's rate of pay.
2I Use this code if Section 4980H(b) non-calendar year transition relief applies to this employee for the month. If certain conditions are met, the employer has a non-calendar year plan may be treated as offering minimum essential coverage that is affordable and provides minimum value for the months prior to the current plan year
Copy to Clipboard
OK

Finally, you can establish whether these defaults apply to all Employees for all twelve **(12)** months of Coverage or for just selected months. You must choose what applies.

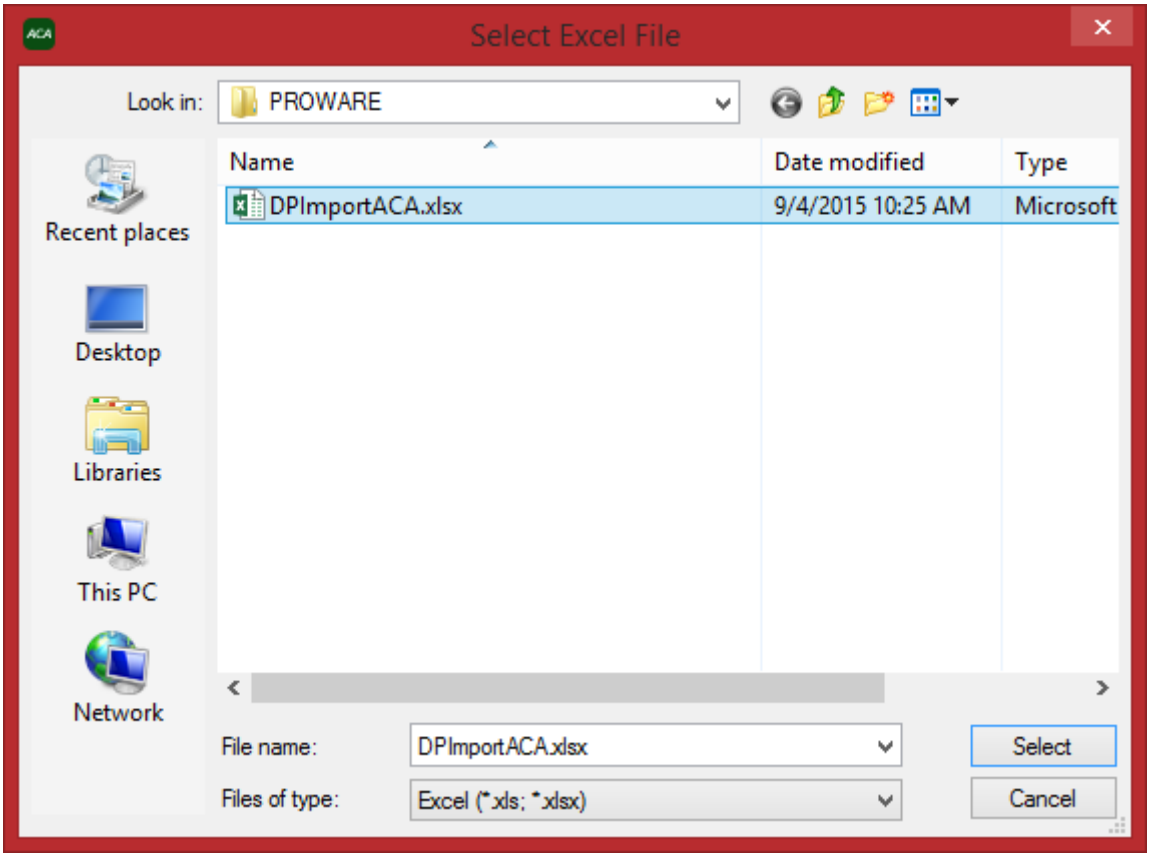


Once you have defined all of these options, click on the **"Import"** button at the bottom right of the screen. The software will prompt you once more for the name of the file to **"import"** as shown on the following screen:

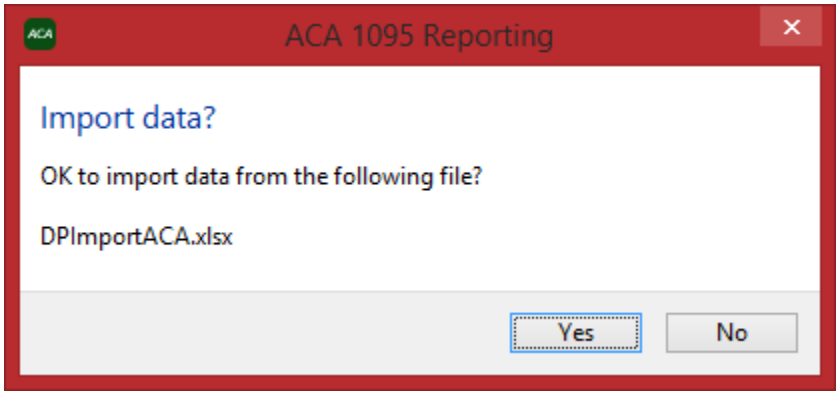

ACA 1095 Reporting
Select import file.
Use the dialog displayed next to select the file that you want to import your data from.
OK

Click **"OK"** to continue.

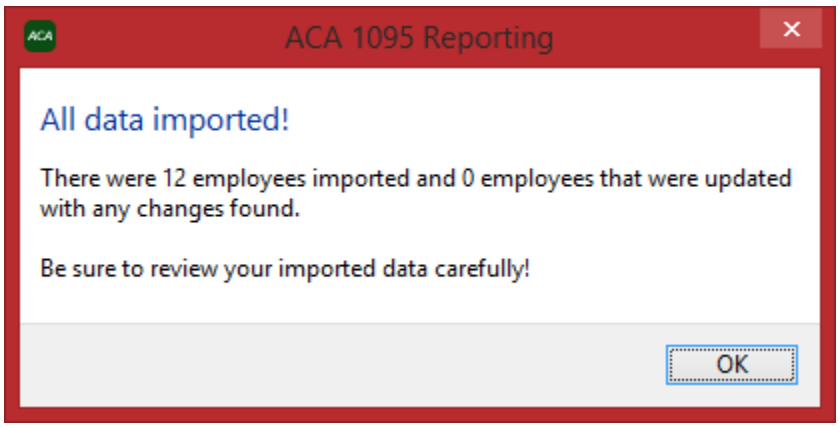
Select the name of the **PRAnalysis** file that you saved previously as shown below:



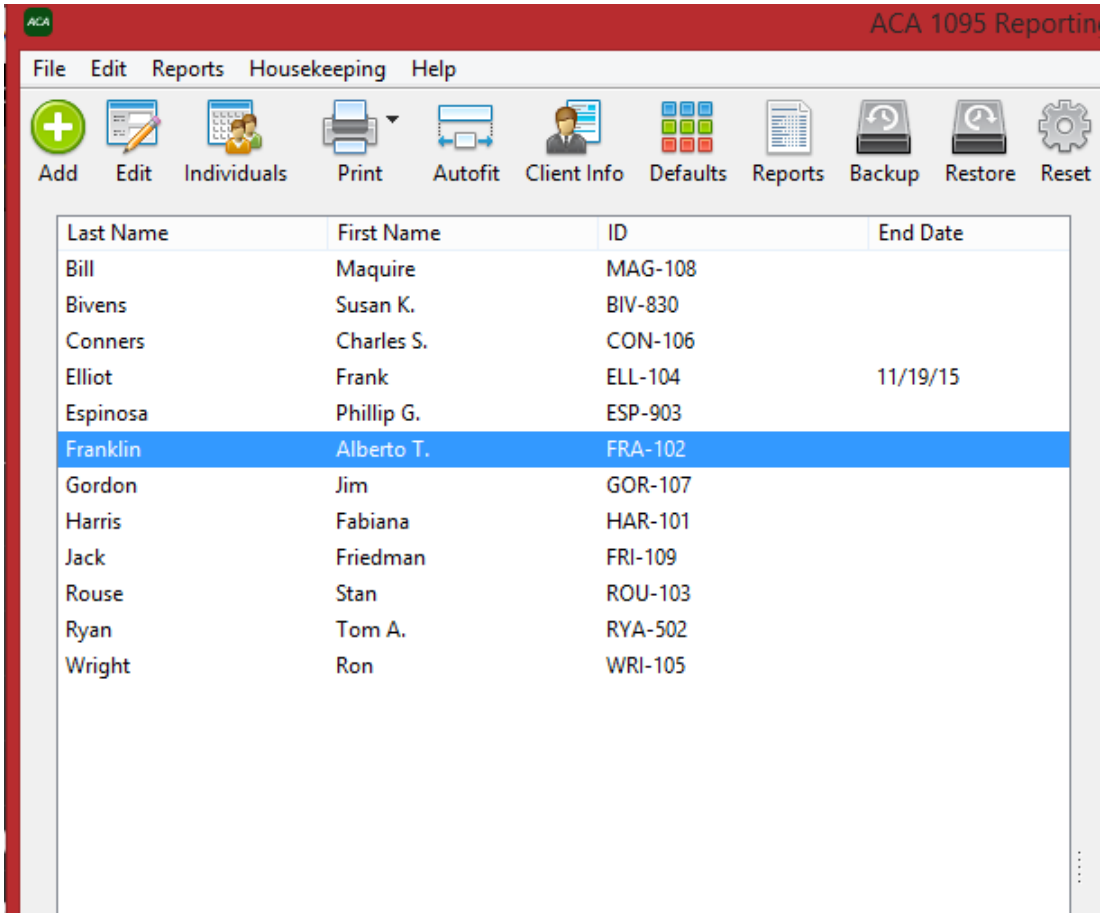
Click on **"Select"** to continue. Click on **"Yes"** to continue the import of the file.



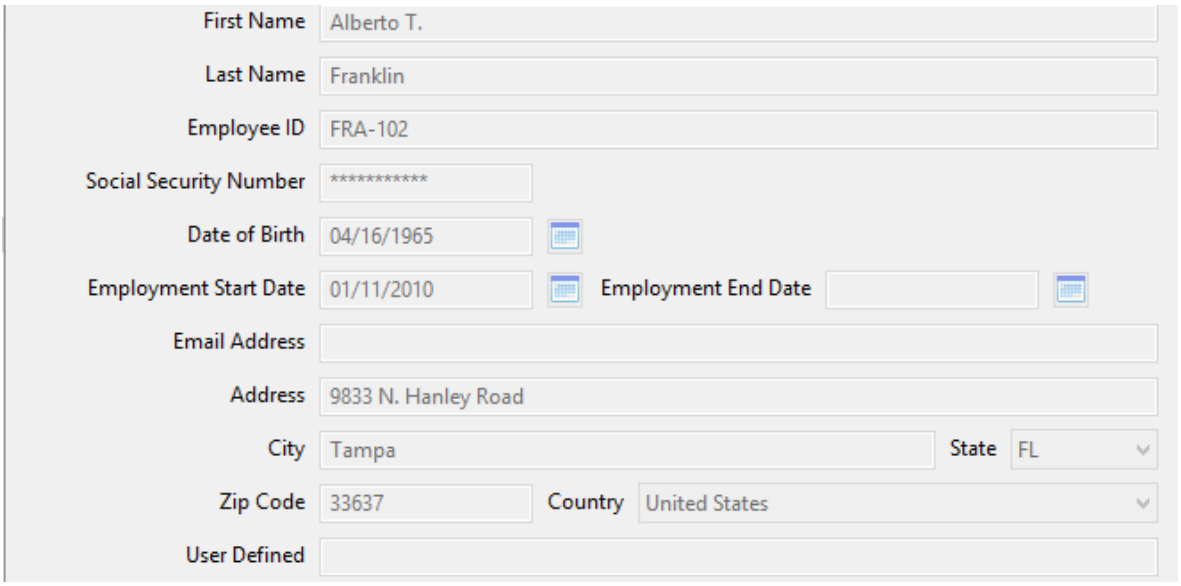
If everything was configured properly, you should see the following message only with the correct record count of the number of employees in your specific file:


ACA 1095 Reporting
All data imported!
There were 12 employees imported and 0 employees that were updated with any changes found.
Be sure to review your imported data carefully!
OK

Once you click on **"OK,"** you will be returned to the Main Menu. From there, click on the **"Employees"** button at the top of the menu. You will see a screen displayed similar to the following showing a listing of all your **"imported"** employees.

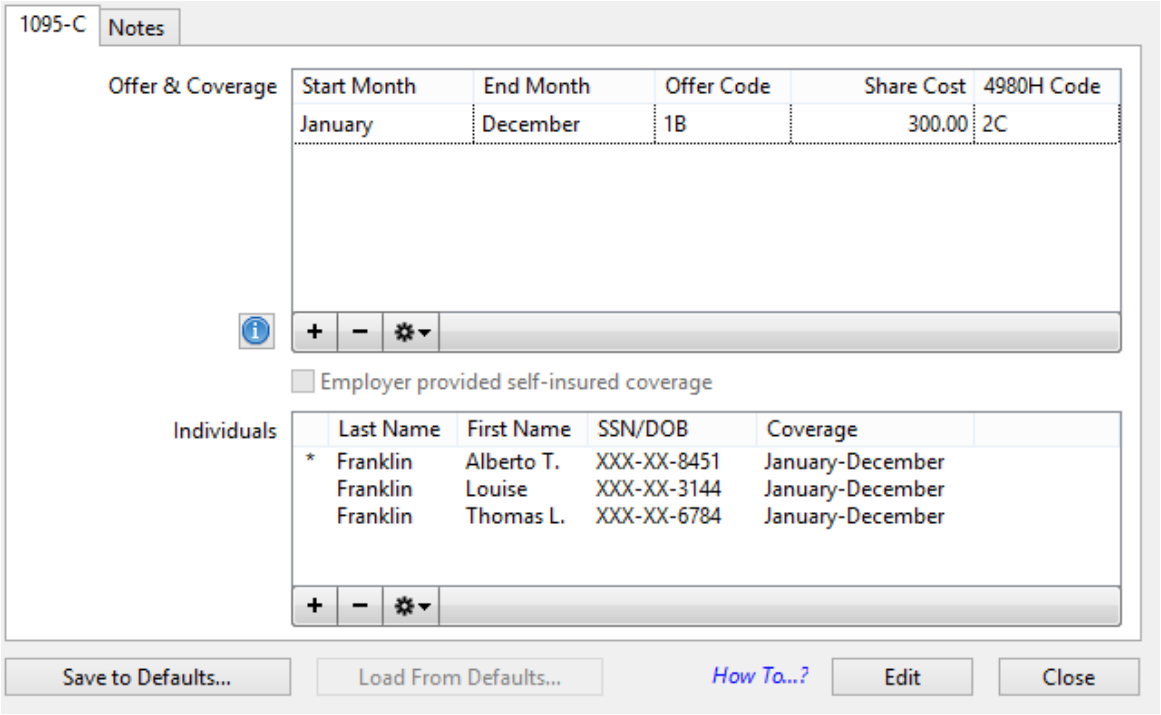

ACA 1095 Reportin
File Edit Reports Housekeeping Help
Add Edit Individuals Print Autofit Client Info Defaults Reports Backup Restore Reset
Last Name First Name ID End Date
Bill Maquire MAG-108
Bivens Susan K. BIV-830
Conners Charles S. CON-106
Elliot Frank ELL-104 11/19/15
Espinosa Phillip G. ESP-903
Franklin Alberto T. FRA-102
Gordon Jim GOR-107
Harris Fabiana HAR-101
Jack Friedman FRI-109
Rouse Stan ROU-103
Ryan Tom A. RYA-502
Wright Ron WRI-105

At this point, you can choose any of the Employees on the list and click to highlight them. Their specific data will now appear on the right side of the screen.

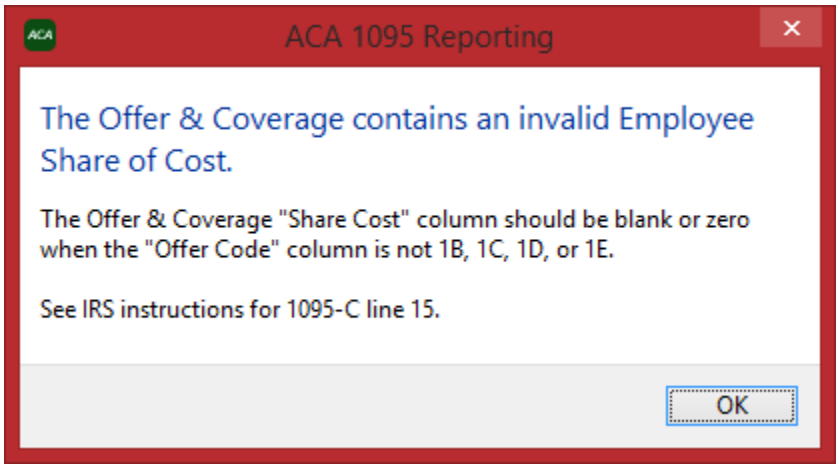


Below this specific Employee information lies the starting point of where **Pro-Ware ACA 1095 Reporting** now takes over from your Payroll data. Now, you are getting into **"Health Care Offers and Coverage"** information on not only your actual Employees, but their Spouses and their dependents.

This is where the line is drawn for the **Affordable Care Act** and transactional accounting. The bottom right of this screen allows you to **"manage"** this specific information on each employee, spouse and dependent.



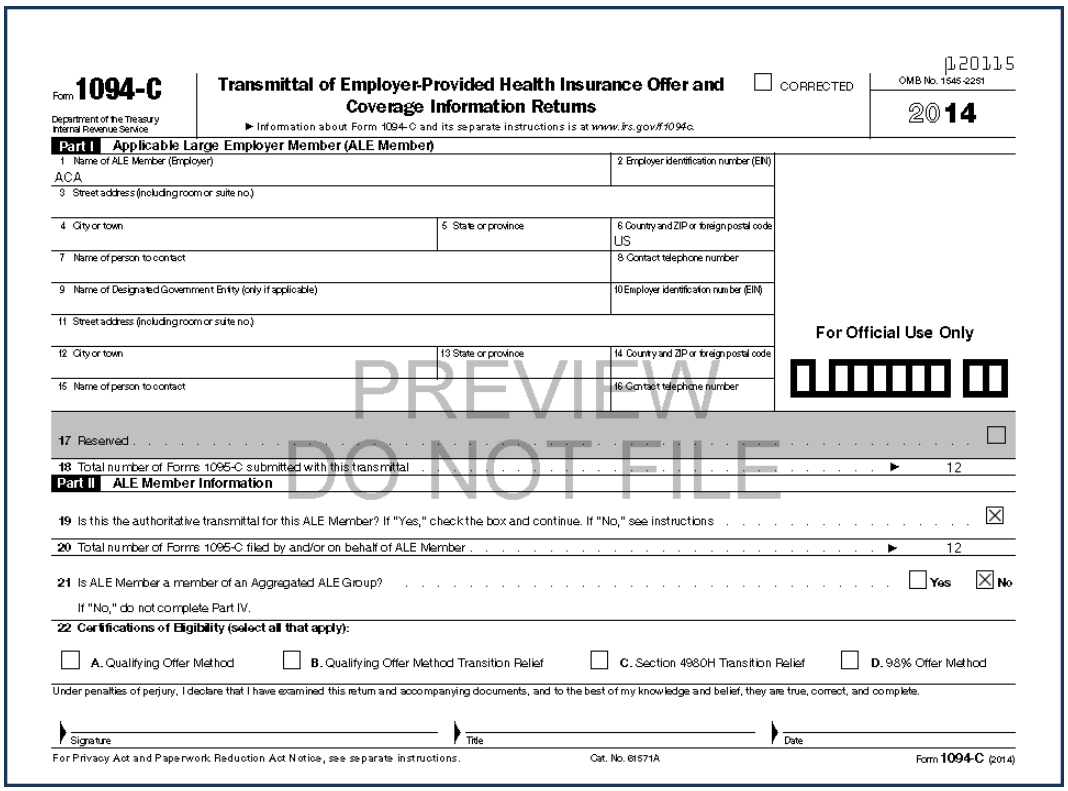
Further, if you don't line up the coverages correctly, the **Pro-Ware** software will assist you with **"error trapping"** to prevent you from making reporting errors to the government.


ACA 1095 Reporting
The Offer & Coverage contains an invalid Employee Share of Cost.
The Offer & Coverage "Share Cost" column should be blank or zero when the "Offer Code" column is not 1B, 1C, 1D, or 1E.
See IRS instructions for 1095-C line 15.
OK

You'll also get guidance as you enter data on each person, by month, as to what code applies for each specific month under the ACA.

Offer & Coverage
File Edit Help
Jan Feb Mar April May June July Aug Sept Oct Nov Dec
Offer
1A 1B 1C 1D 1E 1F 1G 1H 1I
300.00
S 4980
2A 2B 2C 2D 2E 2F 2G 2H 2I
How To...?
Save
Cancel

The final result being that when all is said in done, the compiled information you have accumulated will then be transferred to the proper form for **ACA** reporting, whether it be on paper documents or electronically, if you have **250** or more employees.



Form **1094-C** — Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns — ☐ CORRECTED — OMB No. 1545-2251 — 2014

Department of the Treasury, Internal Revenue Service

► Information about Form 1094-C and its separate instructions is at *www.irs.gov/f1094c*.

Part I Applicable Large Employer Member (ALE Member)

1 Name of ALE Member (Employer): ACA		2 Employer identification number (EIN)
3 Street address (including room or suite no.)		
4 City or town	5 State or province	6 Country and ZIP or foreign postal code: US
7 Name of person to contact		8 Contact telephone number
9 Name of Designated Government Entity (only if applicable)		10 Employer identification number (EIN)
11 Street address (including room or suite no.)		
12 City or town	13 State or province	14 Country and ZIP or foreign postal code
15 Name of person to contact		16 Contact telephone number

For Official Use Only

17 Reserved . . . ☐

18 Total number of Forms 1095-C submitted with this transmittal . . . ► 12

Part II ALE Member Information

19 Is this the authoritative transmittal for this ALE Member? If "Yes," check the box and continue. If "No," see instructions . . . ☒

20 Total number of Forms 1095-C filed by and/or on behalf of ALE Member . . . ► 12

21 Is ALE Member a member of an Aggregated ALE Group? . . . ☐ Yes ☒ No

If "No," do not complete Part IV.

22 **Certifications of Eligibility (select all that apply):**

☐ A. Qualifying Offer Method ☐ B. Qualifying Offer Method Transition Relief ☐ C. Section 4980H Transition Relief ☐ D. 98% Offer Method

Under penalties of perjury, I declare that I have examined this return and accompanying documents, and to the best of my knowledge and belief, they are true, correct, and complete.

Signature ____ Title ____ Date ____

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 61571A Form **1094-C** (2014)

PREVIEW DO NOT FILE

For more information on **Pro-Ware's ACA 1095 Reporting,** go to the following web site and order on-line directly:

http://www.proware-cpa.com/aca-features.html

Or call them directly at:

Phone: 402-861-8800
Fax: 402-861-8653

Monday - Friday:
8:30 am - 5:00 pm CST

Pricing

ACA 1095 Reporting Subscription (Initial Purchase)	2015	$249.00
ACA 1095 Reporting MultiClient Subscription (Initial Purchase)	2015	$599.00

All pricing listed effective 09/01/2015 and subject to change.

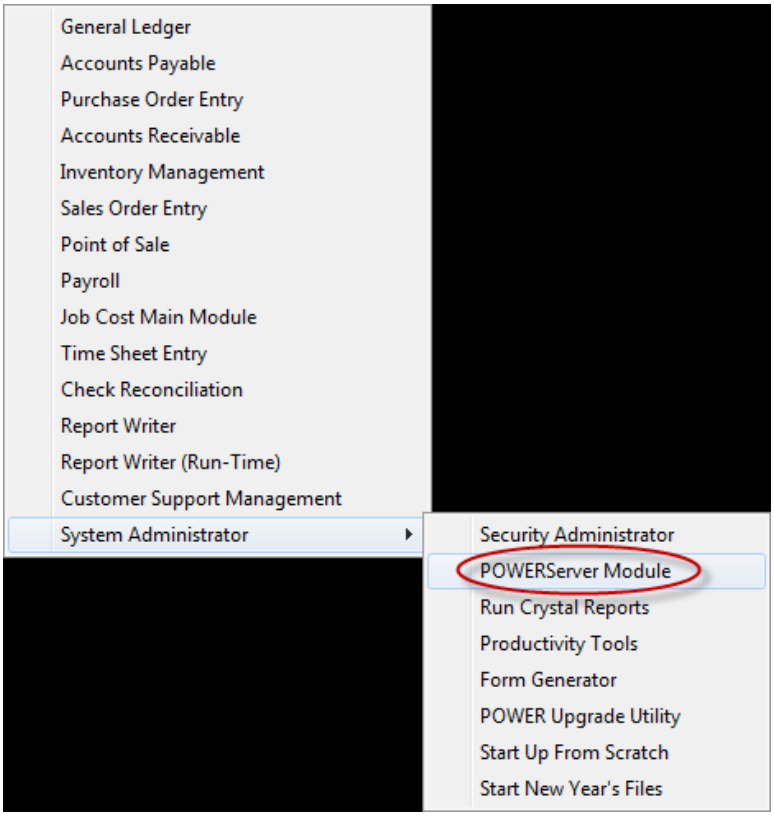
POWERServer

This section will cover the general concepts of the **POWERServer** module which is included as a core component of the **System Administrator** module. It is included here as it is required that the **POWERServer** be configured and running for the **PRAnalysis Tool** to be able to function.

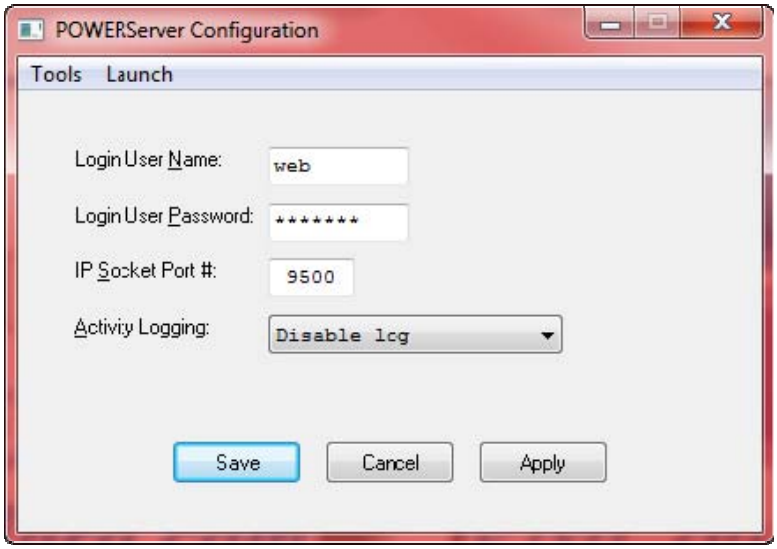
The prerequisite required to use the **POWERServer** module is the **Advanced Security Administrator** module. It must be installed and running. You cannot use **"Standard Security"** with the **POWERServer**. Instead, you must be able to specify a **User ID** to be assigned to handle the **TCP/IP** calls from the **PRAnalysis Tool** to the **POWERServer,** which passes along the specific users' rights and permissions to access data from the various modules.

POWERSERVER CONFIGURATION

The **POWERServer** may be accessed from the **"Systems"** menu as shown below:



Once you select the **POWERServer Module**, there are four data items that need to be set up for the **POWERServer Configuration**.

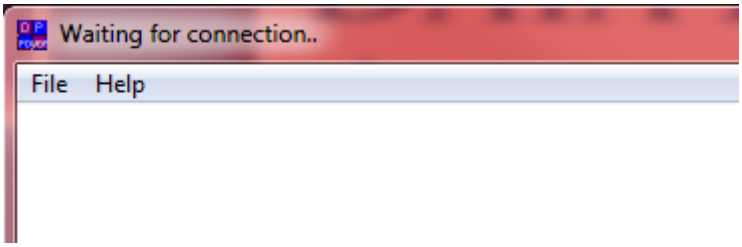


LOGIN USER NAME	The **Login User Name** is the **User ID** set up in the **Advanced Security Administrator** module for the specific user to be called to communicate between the client and the **POWERServer**. **"Web"** is a common User ID used for defining web servers and other automated communications.
LOGIN USER PASSWORD	The **Login User Password** is the password that was assigned to the specific **User ID** in the **Advanced Security Administrator** that corresponds with the **Login User Name**.
IP SOCKET PORT	The **IP Socket Port** is the port number that is defined to use to communicate through the **TCP/IP** protocol. This port number should match the port number, used by the client application when initializing the **TCP/IP** connection to the **POWERServer**. Commonly, **Port 9500** is used by Data Pro applications.
ACTIVITY LOGGING	The **POWERServer** module can create a log file, which contains information about user logins and their activity ***(requests and responses made to and from the POWERServer)***. There are three choices for logging the **POWERServer** activity. • **Disable Log** • **Log Connections Only** • **Log All Activity** **NOTE:** When you choose to log **"All Activity"** the **POWERServer** log file can become very large in size. It is suggested that this should only be done during a testing or debugging phase of the client application.

START POWERSERVER PROCESS

Once the configuration section is completed and saved you may then start the **POWERServer** process. The system will display a box on your screen and ask **"Do you wish to start it now?"** Click on the **"Yes"** button and a new application window will appear on your desktop.

This window must be kept open as it is waiting to receive requests from the client. That is why it is generally better to set up **POWERServer** as a **"Windows Service,"** which allows it to run in the background all of the time, even if you should have to reboot your computer.

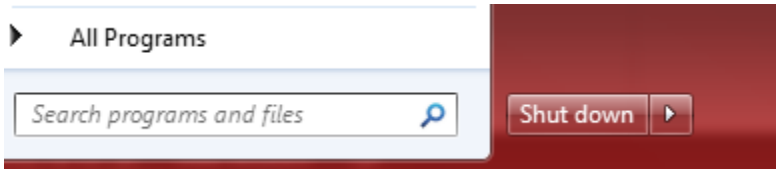


SETUP POWERSERVER AS A WIN32 SERVICE

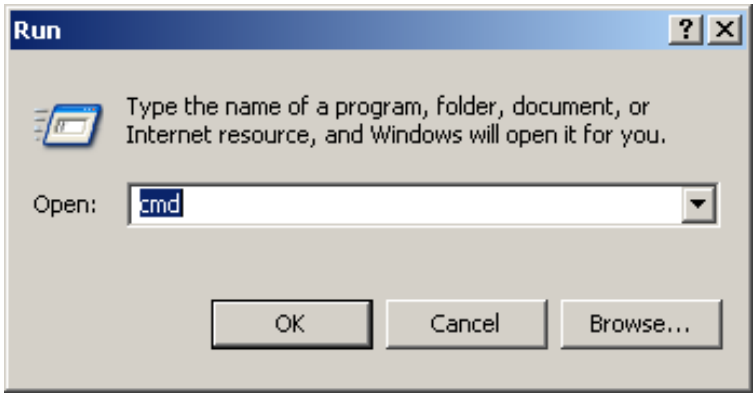
One of the servers or workstations on your network must now be chosen as the **POWERServer "server."** This is the server that runs the **POWERServer** process in the background, listening for connection requests from the client application ***(like the PRAnalysis Tool)*** and then accessing the accounting system. It is recommended that you choose the same network server that the accounting system is installed on.

SETTING UP POWERSERVICE:

1. From the **Accounting Server**, <click> the **Start** button and select the **Run** menu option or **"Search Programs and Files"** from your desktop as shown below.



Or



2. Type "**cmd**" in the **Open** text box.
3. <Click> the **OK** button or Magnifying Glass. The Command Prompt window displays.

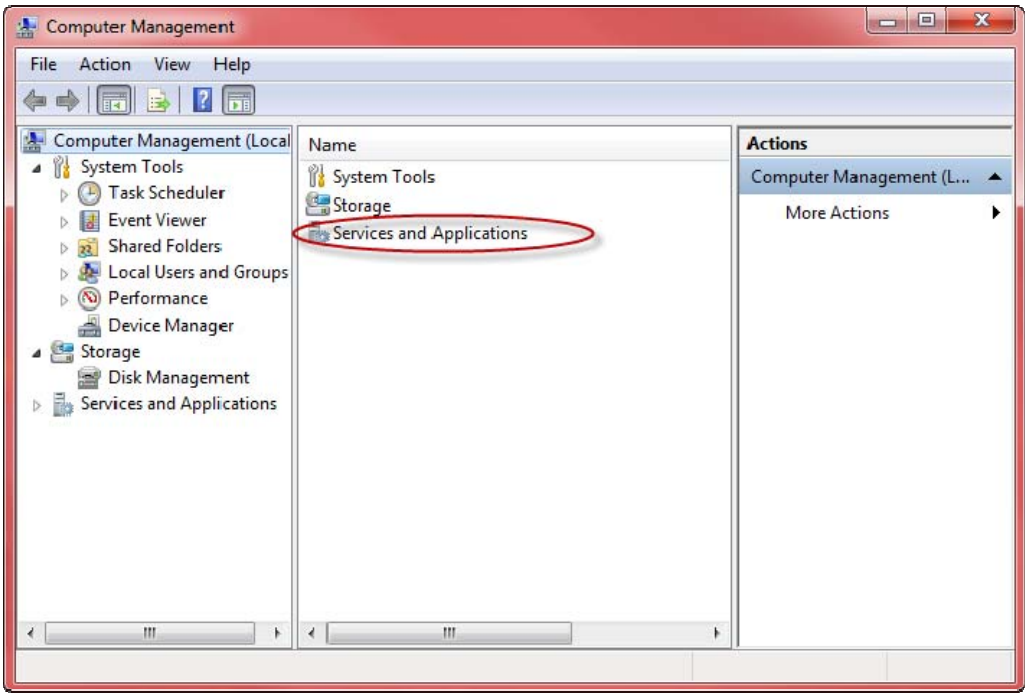
4. Change the directory to where the accounting system is installed **(i.e. *cd c:\power*)**. The prompt changes to the accounting software directory.
5. From the command prompt in the accounting software directory, type **"POWERService install"** and press **Enter** on the keyboard. This command installs the **POWERServer** module as a **Windows Service** which automatically starts whenever your server is turned on or rebooted.
6. Type "**exit**" and press **Enter** on the keyboard to close the command prompt window.

STARTING THE POWERSERVER FOR THE FIRST TIME

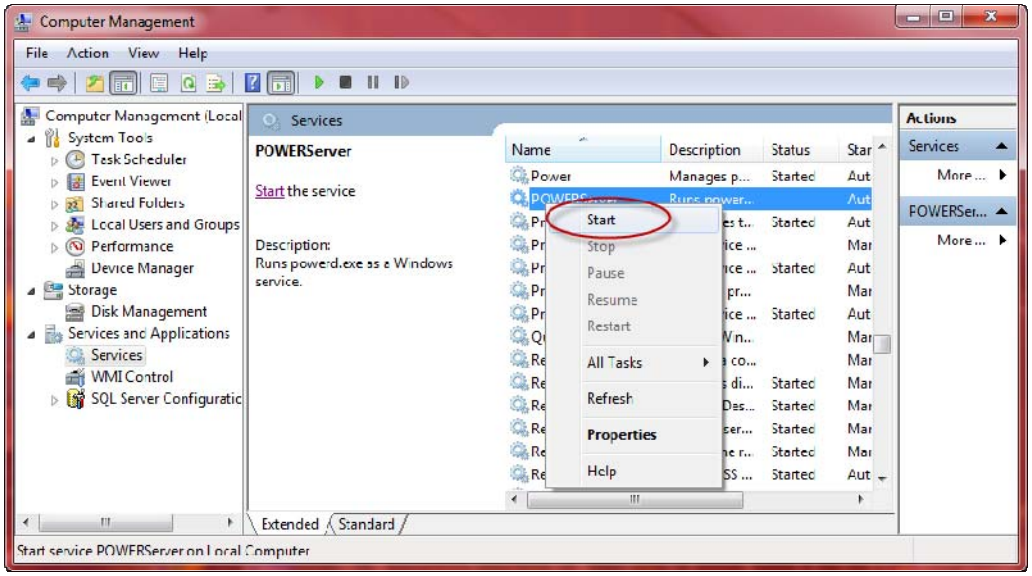
Once the **POWERServer** has been installed as a service, you must start the process for the first time.

7. From your Windows desktop, <right-click> on the **My Computer** icon

and select the **Manage** menu option. The Computer Management window displays as shown on the following screen.



8. From the menu on the left, <click> the **Services and Applications** option and then select the **Services** sub-option. A list of services installed on your system displays in the right window.
9. Scroll down to the **POWERServer** service, <right-click> and then select the **Start** menu option. The **POWERServer** utility starts and returns to the **Computer Management** window.



PRINT POWERSERVER LOG FILE

You may print the **POWERServer** log file at any time by choosing this option. This option will also allow you to remove the **POWERServer** log file. When you remove the log file, it will be re-created upon the next call to it from the client **(i.e. PRAnalysis Tool)**. Please keep in mind that if you are logging **"All Activity,"** this file can become very large in size.

Print POWERServer Logfile
Tools
Launch
Press the buttons below to either print the POWERServer log file, or clear the existing log file.
Print Log File
Clear Log File
Close

By default, we normally suggest you turn off the **POWERServer log**, unless you are testing and performing initial configurations.